

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: WEB SPECIALIST

BASIC FUNCTION:

Under direction of the Director, Information and Technology Services, develop, implement, program and manage the county office and school districts web sites and web based applications; provide technical support and assistance to county office and district staff in regard to web site usage, content and development.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Overall operational responsibility for the county office Internet web site. Design and implement internal and external web pages and applications. Convert documents into HTML (Hypertext Markup Language) or other web programming languages.

Design, create and edit graphics to enhance the look of the web site.

Develop and provide content for web site.

Assists staff in determining web site needs, strategies and goals and develops and implements web pages that meet those goals.

Consults with users to determine requirements for web pages and related applications.

Manage records and files.

Ensure user accessibility and site performance.

Provide technical support to the county office and school districts on a project basis.

Assist departments in developing site materials.

Maintain and publish web statistics.

Develop and edit web pages; digital; content; proofread and edit page content including page design layout; incorporate tables, frames and graphics.

Provide for proper management of the web site including importing and exporting files, file management, task management and hyperlink management.

Provide technical assistance in the development of web pages for various departments.

Create and edit graphic designs of images designed for Internet use.

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Evaluate various computer software to maintain or improve the web site; make recommendations as appropriate.

Present a consistent visual image on the web by promoting uniform fonts, formatting, icons, images, layout techniques and modularization.

Provide support, training and service to staff and users for the web and related applications.

Perform on-going research and testing of new tools, software and products related to web development.

Create and assure the functionality of the links, online forms, surveys and scripts running behind the web sites; scan, create and modify photographs and graphics for use on the web and reports.

Troubleshoot problems of web pages and related applications and programs that run in conjunction with the web pages; run routine software tests, perform troubleshooting and provide routine maintenance of web pages.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Page layout and design of web pages.

Use and applications of computer equipment, including scanner, digital camera, and printers.

Various computer software applications and web site development programs including Microsoft, FrontPage, Adobe PhotoShop and Illustrator and HTML and CGI and JAVA scripting.

Record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

Correct English usage, punctuation, grammar and vocabulary.

ABILITY TO:

Develop, implement and manage the county office web site.

Provide assistance and technical support to faculty, staff and students in association with the web site.

Operate various software programs in the development and maintenance of the web site.

Operate various hardware equipment including scanners, digital camera, printers and others.

Train users effectively.

Prepare and maintain records and files.

Work independently with little direction.

Prioritize and schedule work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in computer science, management information systems or related field and two years experience HTML programming in the development of web page designs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Reaching overhead, bending at the waist, kneeling or crouching to file materials.