



Job Title: Assistant Web Specialist

Exemption Status/Test: Non-Exempt

Reports to: Coordinator Web Services

Date Revised: November 29, 2018

Dept. /School: Web Services

Primary Purpose:

Perform routine website and administrative tasks to support the web services department.

Qualifications:

Education/Certification:

Bachelor's degree preferred in technical or communications related field

Experience:

One to three (1-3) years updating websites or other technical background

Special Knowledge/Skills:

Demonstrated proficiency with content management systems and database applications
Proficient with Microsoft Office, Adobe Acrobat Pro, Adobe Photoshop and Google applications
Familiarity with HTML and WCAG 2.0 accessibility guidelines
Excellent English written and verbal communication skills, including grammar and spelling
Strong ability to focus on details and work efficiently with repetitive tasks
Experience with event planning
Highly organized and able to multi-task and manage priorities
Must possess a high level of interpersonal skills and professionalism
Training experience a plus

Major Responsibilities and Duties:

1. Update databases and perform website updates using content management systems.
2. Prepare photos for use on websites by cropping, resizing or modifying with Adobe Photoshop.
3. Assist with maintenance of department records and documentation materials.
4. Assist web services staff with training and support of content editors and campus webmasters.
5. Manage incoming support tickets, addressing tasks and questions and/or directing to the appropriate web services staff member.
6. Assist with organization and planning for meetings, training sessions, annual luncheon and other events.
7. Assist department staff with completion of department projects.
8. Perform accessibility checks on web documents and work with content editors to address compliance errors.
9. Perform quality assurance testing on websites and work with content editors and appropriate web services staff to assist in the resolution of issues and recommend areas for improvement.
10. Perform duties that support needs and processes for Web Services and Communications & Public Relations.
11. Assist with management of the Web Services department budget.

12. Demonstrated an interest in acquiring new skills and knowledge related to web design and accessibility.
13. Seek professional growth through continuing education and staff development.
14. Other duties as assigned by the Coordinator of Web Services.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.