WEB DESIGNER
(Range 121)

DEFINITION

Performs a wide variety of duties in the design, implementation and maintenance of the Library District web site including web page design, graphic design, writing and editing duties in the creation and production of Library District materials.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Marketing And Community Relations Director.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1.   Designs and develops various web page projects utilizing current software applications such as Photoshop, Dreamweaver, Illustrator, Flash, and InDesign.

2.   Publishes web page projects utilizing HTML, Coldfusion, Javascript, SQL and related technologies.

3.   Designs screens, menus, and navigation tools.

4.   Researches and evaluates new web technology, products, specialized hardware and tools to optimize functionality of web site and applications.

5.   Develops, reviews and integrates new web pages, graphics and other elements.

6.   Tests web applications to ensure displays meet ease of use, flexibility standards, and execute properly.

7.   Maintains verbal and written contact with the Library District staff and management in the planning and development of assignments created and received.

8.   Consults with supervisor and Library District staff to evaluate individual project needs.

9.   Prepares publications for multimedia use on both the Library District's Intranet and Internet web site.

10.   Organizes assignments to ensure deadlines are met. Prioritizes, tracks, handles, and maintains records of the elements, costs and time schedules of multiple projects.

11.   Prepares statistical reports for supervisor listing completed projects and various other items.

12.   Create and prepare project sample layouts for the presentation of material, product or service.

13.   Presents samples and final web designs to Library District staff, management, and/or department supervisor.

14.   Reviews quality and prepares final product before its release to Library District staff

or management.

15. Operates office equipment including, but not limited to: copy machine, telephone, and facsimile machine.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. HTML, Javascript, Coldfusion, SQL and related technologies.

2. Software applications such as Photoshop, Dreamweaver, Illustrator, Flash, and InDesign.

3. Techniques used in web based graphic design and layout.

4. Report and record keeping principles and methods.

5. Current trends in desktop publishing.

6. Library District, Branch, and Department policies and procedures.

7. Library District terminology and functions.

8. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Design and maintain dynamic web sites using current technologies.

2. Design and produce graphic materials for various web page projects.

3. Establish and maintain effective working relationships with those contacted during the course of work.

4. Plan, organize, and edit work and related projects for efficient results and accuracy.

5. Exercise good judgment and make sound decisions.

6. Work under pressure and meet deadlines.

7. Accept and manage change and maintain flexibility.

8. Work both independently and as part of a team.

9. Exercise initiative and discretion.

10. Perform multiple tasks concurrently.

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11.   Work quickly and accurately.

12.   Understand and follow oral and written instructions.

13.   Communicate clearly and concisely, both orally and in writing.

14.   Maintain the mental capacity for effective interaction and communication with others.

15.   Maintain the physical condition appropriate to the performance of assigned duties
        and responsibilities which may include:

        --standing, walking, or sitting for extended periods of time;

        --bending, reaching, stooping, and pushing;

        --lifting and carrying;

        --operating assigned equipment.

16.   Maintain effective auditory and visual perception needed for:

        --making observations;

        --communicating with others;

        --reading and writing;

        --operating assigned equipment.

Skilled in:

1.   Use of graphic design equipment.

2.   Use of personal computers, and associated software.

3.   Use of general office equipment.

QUALIFICATIONS

Training and Experience:

    Bachelor's degree in computer science, information systems or a related field related
    required; and three (3) years of current, professional experience with web page
    design and production that includes demonstrated accomplishments utilizing current
    and innovative web design technologies and electronic imaging required.

Physical Requirements:

    Essential and marginal functions may require maintaining a physical condition
    necessary for standing and walking, frequent light lifting (5 - 10 pounds), occasional
    moderate lifting (11 - 20 pounds); occasional bending, stooping, reaching, and
    pushing; or minimal dexterity in the use of fingers, limbs, or body in the operation of
    office equipment; utilizing a keyboard, and sitting, or standing for extended periods

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of time.

Tasks require depth perception, color perception, texture perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

FLSA:	**NON-EXEMPT**
CBA:	**NON-SUPERVISOR**
DEVELOPED:	**NOVEMBER 21, 2002**
REVISED:	**FEBRUARY 10, 2004**
	JULY 17, 2007

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