Web Designer I

Position Details

Class Code: 1543
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, manages, evaluates, designs, plans, creates, and maintains comprehensive websites.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Creates and designs the internal and external web pages.
2. Follows User Interface/User Experience (UI/UX) guidelines for use in web applications; codes markup in varied languages.
3. Confers with schools and departments to review needs for web-based programs or systems.
4. Adheres to system and programming specifications for web designers.
5. Performs all ongoing maintenance activities for assigned systems; reviews problems encountered by operations staff, schools, and departments; analyzes efficiency of current systems and procedures; schedules modifications and enhancements.
6. Tracks project statuses and reviews works in-progress to ensure conformance to plans and design standards.

7. Keeps current on latest eXtensible HyperText Markup Language [(x)HTML] specifications and web technologies; researches and recommends web design options.
8. Conforms to safety standards, as prescribed.
9. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Designs visual computer data system technologies for websites.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Cascading Style Sheets (CSS) and HyperText Markup Language (HTML5.)
2. Experience with, and ability to properly use the following media/file types: Graphic Interchange Format (GIF), Joint Photographic Experts Group (JPEG), Portable Network Graphics (PNG), Moving Picture Experts Group (MP4), video compression (H.263), WebMedia (WEBM), Adobe Animate (FLA, XFL), and WebPhoto (WEBP.)
3. Knowledge of new/emerging technologies and computer user applications.
4. Ability to manipulate and create graphics in Adobe Illustrator.
5. Ability to manipulate images in Adobe Photoshop/Fireworks.
6. Ability to create, design, and manipulate images for web use.
7. Ability to prepare clear and concise program documentation, user procedures, reports of work performed, and other written material.
8. Ability to exercise independent judgment within established procedural guidelines.
9. Ability to contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
10. Ability to recognize hazards and apply safe work methods.
11. Ability to make effective verbal, written, analytical, technical, and persuasive presentations to individuals/large groups.
12. Ability to manage several projects/programs simultaneously and maintain high-quality service while meeting goals.
13. Ability to work flexible hours or shifts.
14. Ability to develop and maintain effective working relationships with District staff/vendors, other agencies, and the public.

15. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years of professional work experience in advanced web design (utilizing products like Photoshop or Fireworks); or,
Associate's degree from an accredited college/university in related field (i.e., computer science, computing and information technology, graphic design technology, communications, etc.); and, two (2) years of professional work experience in advanced web design (utilizing products like Photoshop or Fireworks); or,
Bachelor's degree from an accredited college/university in related field, (i.e., computer science, computing and information technology, graphic design technology, communications, etc.); and, professional work experience in advanced web design (utilizing products like Photoshop or Fireworks.)

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Bachelor's or Associate's degree with emphasis in web design.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license or state-issued identification card.
3. College transcript(s) from an accredited college/university, if applicable.
4. Resume with Online Portfolio/Website URL.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District facilities – schools and/or administrative offices.

Work Environment

Strength

Sedentary to medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Various computers and other peripheral devices, printers, modems, computer software and/or hardware, audio/visual presentation materials, telephones, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/14/23
- Created: 07/11/12