

**Web Developer and Technology Support Assistant
Escondido Union High School District
Job Description**

Job Title: Web Developer and Technology Support Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 37
Approved By: Board of Education
Approved Date: September 10, 2019

NATURE OF WORK

Under the direction of the Information Technology Director, perform a variety of clerical and technical duties involved in supporting the district's IT services and the District's web presence. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform a variety of technical duties involved in the programming, design, development, updating and maintenance of the District web site and related online resources (Office 365); determine proper artistic and visual layout for web sites and pages.

Design and assure functionality of links, online forms, surveys and scripts; code, design and implement a variety of website features and applications; create, scan and modify photographs, icons and graphics for website use; prepare, review, proofread and edit web site script and copy.

Determine and implement appropriate size and arrangement of graphic features and copy; select style and size of type; arrange layout according to available space, established principles and aesthetic design concepts; monitor, assure and adjust web content in response to navigability of web pages.

Assist in the development and implementation of web site projects; confer with users to determine web site, page and development needs and requirements, evaluate and respond to requests for web site additions, solutions and revisions.

Serve as a technical resource concerning the District web site and online resources (e.g. Office 365).

Assist in the development and implementation of web site goals, objectives, time lines and priorities.

Perform secretarial duties in support of the Information Technology Director relieving the supervisor of routine administrative detail as appropriate.

Answer phone calls and route support calls to appropriate individuals.

Manage the IT (online) helpdesk system.

Manage asset inventory.

Manage technology equipment warranty requests.

Manage technology equipment sign-out requests.

Manage basic user account issues.

Maintain confidentiality of information.

File correspondence and other records.

Obtain quotes and process purchase requisitions.

Train other staff members where appropriate.

Greet guests in pleasant, courteous manner.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE OF:

Web design, programming and site creation; elements of graphic design and layout; school office methods, procedures, practices and equipment, operation of office equipment including typewriter, copier, computer terminal and/or microcomputer and related software for data bases, spreadsheets and word processing; correct English usage, spelling, punctuation, grammar and vocabulary; statistical and confidential record keeping; interpersonal skills including tact, courtesy and patience; oral and written communication skills; legal requirements and regulations pertaining to student records; basic math.

ABILITY TO:

Perform a variety of technical clerical tasks using computer terminals, peripherals and printers in support of the District's IT systems; organize website data in a user-friendly way; use good judgment in decisions; organize and perform work efficiently to meet established time lines; assist with the timely and accurate processing and maintenance of computerized information; operate a computer terminal to enter, update, and maintain information; communicate effectively orally and in writing with persons of varied backgrounds and technical expertise; communicate technical information to non-technical audiences; analyze situations accurately and adopt an effective course of action; work effectively and efficiently with constant interruptions; maintain confidentiality of information; maintain files; work effectively without immediate supervision; operate a variety of office machines and equipment such as typewriter, calculator, computer/microcomputer and related software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50

pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.