

**Job Summary:**

The job of Web Developer is done for the purpose/s of designing, implementing and maintaining Tulare County Office of Education (TCOE) websites. This position will work on all aspects of the websites and assist staff with achieving the desired result. This position will capture, manipulate or scan photographic media for use electronically or in print. This position will assist staff with the usage and operation of multimedia hardware and/or software at the office site or a remote site. This position assists the office with creation and design of business material to present a common TCOE image.

**Essential Functions:**

- ▶ Captures/manipulates/scans photographs for the purpose of use on websites, electronic media and print publications.
- ▶ Communicates with users for the purpose of understanding and determining their website needs.
- ▶ Contacts vendors and peers for the purpose of resolving technical issues and researching new technology and trends.
- ▶ Coordinates/assists and technically directs staff for the purpose of implementing, troubleshooting, maintaining and operating multimedia hardware and software at the office site or a remote site.
- ▶ Creates/assembles/coordinates/manages physical and electronic materials for the purpose of applying these materials to the websites.
- ▶ Creates/designs/implements business forms and documentation for the purpose of presenting a common TCOE image.
- ▶ Creates/locates/selects visual or audio material for the purpose of use on websites, electronic media and print publications.
- ▶ Designs/implements/maintains TCOE commissioned websites for the purpose of ensuring consistency, accuracy, and compliance with required presentation standards.
- ▶ Provides multimedia standards guidance to contributors for the purpose of presenting a common TCOE image.
- ▶ Supports Information Systems department for the purpose of managing electronic and pre-printed forms and records.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - maintain and foster a team spirit with fellow staff;
  - analyze projects to determine requirements and estimate time lines;
  - track multiple projects and keep things on task;
- ▶ **Knowledge of:**
  - Windows workstation software;
  - webpage design software;
  - photo manipulation software;
  - graphic design software;
  - page layout and publishing software;
- ▶ **Ability to:**
  - communicate effectively over the phone, in meetings, via video conferences, in a seminar setting or electronically;
  - establish and maintain effective working relationships with those contacted in the performance of duties;
  - introduce and train others on workstation technologies;
  - work productively in a multi-tasking environment;
  - recognize trends in the webpage and multimedia presentation industry;
  - maintain records and keep documentation up-to-date;
  - keep management apprised of issues and recommend solutions for those issues.

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 85% sitting, 7% walking, and 8% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience within specialized field is required.

**Education Required:**

- ▶ Bachelors degree in job-related area preferred.
- ▶ One year of appropriate experience can be substituted for each year of college education.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

April 2008

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.