Designer, Web

FLSA Status: Non-Exempt
Pay Grade: 16
Job Title ID: 102019
Job Series/Job Family: President's Series / Public Information/Marketing/Publications Family

Reports To

Director, Public Information and College Marketing

Job Purpose

To design, create, construct, and maintain ACC's web pages, as well as other areas of the College's web presence, by developing both graphics and computer code functionality.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Plans, develops, maintains, and improves ACC's web presence.
2. Creates and maintains online versions of ACC printed materials produced by Publications department to ensure proper working order; addresses and resolves issues.
3. Designs and develops websites and other systems; develops custom graphics and computer code for new websites.
4. Identifies, designs, creates, and implements new or updates existing web marketing solutions.
5. Counsels and provides graphical and technical support and procedural information to users, ACC personnel, and the public, on website, system, or project utilization.
6. Researches new products and services that can be implemented to improve the effectiveness, functionality, and appearance of ACC's web pages.
7. Communicates and interacts with Information Technology and the public on all topics including solution deployment and maintenance of new projects, the use of said projects and support items regarding the project.
8. Identifies issues, researches options by reviewing available resources; makes determination if a custom built solution is required; implements policies and procedures to make a solution usable.
9. Engaged in special projects that may involve working with multiple groups with a specialized focus; provides custom graphics for projects.
10. Provides recommendations in relation to website navigation, usability, and accessibility.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Graphics design and solutions.
- Web development and administration.
- Online marketing.
- Emerging trends in web design, functionality, and usability

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal, communication and instructional skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using information technology.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, web scripting languages, and digital imaging software.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years related work experience.

Preferred

- Three years work experience in graphic design and/or two years work experience in web development.

Education

Required

- Associate's degree in related field.

Preferred

- Associate's degree in Digital Imaging and/or Web Design.

Other

Preferred

- oKnowledge of ACC Administrative Rules, Policies and Procedures, and/or ADA, and other accessibility compliance issues.oKnowledge of HTML, XML, Java Script, PHP, MAC OS, graphic creation and manipulation software, web development software, and/or web server applications.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.