

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: FACULTY RESOURCE
CENTER WEB DEVELOPER**

SALARY TABLE: 29

SALARY RANGE: 32

BASIC FUNCTION:

Under the direction of the Director-Faculty Resource Center, perform a variety of specialized duties involved in the design, development, updating and maintenance of Faculty Resource Center (FRC) web sites, pages and related on-line courses and applications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties involved in the design, development, updating and maintenance of FRC web sites, pages and related on-line courses and applications; determine proper artistic and visual layout for web sites and pages to enhance effectiveness and meet FRC instructional support strategies, goals and objectives.

Determine and implement appropriate size and arrangement of graphic features and copy for web site features; develop templates; select style and size of type; design and assure functionality of links, surveys and scripts; compose, review and edit website script and copy.

Participate in the testing and debugging of web sites, pages and related applications; assure websites comply with ADA requirements; monitor and assure proper functioning of FRC websites; investigate, troubleshoot and resolve web page malfunctions.

Collaborate with administrators, faculty and personnel in the development and implementation of a variety of websites; provide technical advice concerning website features and specifications; train and assist faculty in transferring files and developing online courses for instructional websites.

Provide training and conduct technology training sessions for faculty concerning computer operations, software applications and techniques, practices and procedures related to website development and related instructional materials according to established FRC standards.

Operate and utilize PC computers with various application software, languages and utilities used in web design; install new software and updates and test applications to assure proper operation.

Integrate website components such as testing and communication functions; create and modify icons and graphics for website use.

Communicate with personnel, outside agencies and the public to exchange information, coordinate

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activities and resolve issues or concerns.

Prepare and maintain various records and reports related to assigned activities.

Maintain current knowledge of technology related to web sites and related hardware and software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of website design and implementation.

Computer graphics, page layout, image scanning, audio and video applications, HTML, scripting, programming languages and software used in web page development.

Website programming languages, utilities and applications used by the College.

Principles and techniques of computer programming.

Oral and written communication skills.

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

Policies and objectives of assigned programs and activities.

Interpersonal skills using tact, patience and courtesy.

Methods and procedures of operating electronic computers, peripherals and a variety of specialized software.

Record-keeping and report preparation techniques.

ABILITY TO:

Perform a variety of specialized duties involved in the design, development, updating and maintenance of FRC web sites, pages and related on-line courses and applications.

Determine proper artistic and visual layout for web sites and pages to enhance effectiveness and meet FRC instructional support strategies, goals and objectives.

Design and assure functionality of links, online forms, surveys and scripts.

Apply principles and techniques of computer programming to specific problems or requests.

Provide training in computer operations, software applications and techniques, practices and procedures related to website development and related instructional materials.

Determine and implement appropriate size and arrangement of graphic features and copy.

Compose, review, proofread and edit website script and copy.

Operate computers, peripherals and a variety of specialized software.

Work independently with little direction.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course

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work in website design, computer programming or related field and two years increasingly responsible experience in the development and programming of web sites.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.