

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: WEBSITE DEVELOPMENT ASSISTANT

DEFINITION:

Under general supervision, assists with the design and categorization of data for the San Diego County Office of Education websites and online newsletters; ensures web content is current; proofreads and edits content for accuracy; informs users of applicable website requirements and restrictions; assists in the marketing of the SDCOE brand.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Participate as a member of the web redesign team; work closely with staff across the organization to redesign SDCOE website and intranet site.

Assist in the categorization of web content to ensure data is organized in a user-friendly manner; facilitate focus groups for web content organization.

Work with SDCOE staff to ensure currency of web content and efficacy of web structure/design.

Proofread and edit all web content and design work.

Inform and train staff responsible for maintaining district or department webpages of SDCOE brand and style guidelines, ADA compliance issues, copyright regulations and other policy or legal considerations.

Assist in development and marketing of the SDCOE brand.

Assist in the graphic layout and design of website and online newsletter content.

Keep current on industry trends.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Completion of college coursework in English, web design, education or closely related field and progressively responsible experience demonstrating the knowledge, skills and abilities detailed above.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

English grammar and writing conventions

SDCOE and school district organization

Needs of SDCOE website users

ABILITY TO:

Organize website data in a user-friendly way

Quickly learn SDCOE brand and style guidelines

Present information to others

Develop and maintain effective working relationships with others

Demonstrate mature judgment, flexibility, and diplomacy
Demonstrate high standards of customer service and accountability for SDCOE website
Communicate effectively both orally and in writing
Work effectively independently and as part of a team with minimum supervision
Organize and prioritize work effectively
Exercise appropriate judgment in making decisions
Maintain confidentiality of information
Demonstrate attendance sufficient to complete the duties of the position as required
Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established: 9/2011

Revised: 10/13

Approved by Commission: September 14, 2011