

# NOVATO UNIFIED SCHOOL DISTRICT

**TITLE: NUSD WEB DESIGNER**

**SALARY: RANGE 39 – CLASSIFIED SALARY SCHEDULE**

## **Definition**

The NUSD Web Designer reports to an assigned administrator. The NUSD Web Designer manages the online presence of the District. This position is responsible for ensuring all school websites and department pages are up to date with current and accurate information, all while maintaining a high level of excellent customer service.

## **Essential Duties and Responsibilities**

Depending on the assignment, duties may include but are not limited to the following:

- Provide an example of leadership and excellent customer service
- Design, test, publish, manage and maintain school and district websites for staff, student, and community access
- Provide timely support to schools and district departments with the district website, social media, and other information platforms
- Confer with site administrators and department heads and other appropriate personnel to assure high quality, accessibility, integrity, consistency, and accuracy of the content of online resources
- Assist in posting all types of media to various District websites and other resources
- Analyze and evaluate website traffic
- Evaluate and recommend the upgrade, replacement, and new purchase of the website and related software when appropriate
- Analyze, interpret, and implement related software specifications as needed
- Comply with policies and procedures to ensure the online safety of self and others as well as online security and confidentiality
- Provide instructions and orientation to website users
- Create, manage, and maintain user lists as assigned
- Conduct self and communicate professionally with staff via email, phone, or in person
- Perform other duties as assigned

## **Qualifications**

Successful Experience In:

- Apple and Windows operating systems and basic productivity applications such as Microsoft Office, email, web browsers, etc.
- Methods of uploading and downloading all types of media
- Experience with content management systems, website hierarchy, web page structure, and some photo and video editing
- Installing, configuring, and troubleshooting computer operating systems and applications software
- Reading and implementing technical manuals and schematics
- Analyzing situations accurately and adopting an effective course of action
- Evaluating and testing software and hardware for various website-related applications
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Communicating effectively both orally and in writing

- Organizing and prioritizing workflow independently and handling multiple projects simultaneously with minimal daily supervision
- High school graduate or equivalent with at least two years of experience and/or training in related fields
- Must be familiar with web-related languages such as HTML

### **Physical Requirements**

The physical abilities required of this job may include the following:

- Ability to use a computer, laptop, view a computer screen for long periods of time
- Ability to type at a high rate of speed
- Carrying manuals, records, reports to/from offices, buildings, and user sites
- Lifting 30 - 40 pounds, pushing, and/or pulling, some stooping, kneeling, crouching, and significant fine finger dexterity
- Color vision to read printed materials and schematics, calibrate computer screens, and identify and edit color photos and video

### **Education/Experience**

One year of progressively responsible related experience; two years of experience with desktop solutions, including user training, or equivalent combination of education and experience.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an associate's degree in computer science or related field and three (3) years of experience with the installation, maintenance and repair of computer systems, peripherals and related equipment.

### **OTHER REQUIREMENTS:**

- ▶ Valid California Driver's License
- ▶ DMV Pull authorization for NUSD
- ▶ Department of Justice fingerprint clearance
- ▶ TB clearance

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- ▶ Indoor environment
- ▶ Driving a vehicle to conduct work

#### **PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment
- ▶ Reaching overhead, above the shoulders and horizontally
- ▶ Seeing to read a variety of materials and perform computer repair duties
- ▶ Hearing and speaking to exchange information in person or on the telephone
- ▶ Sitting or standing for extended periods of time
- ▶ Bending, crouching, kneeling and stooping to reach materials
- ▶ Lifting, carrying, pushing or pulling moderately heavy computer equipment

POTENTIAL HAZARDS:

- ▶ Driving a vehicle during adverse weather conditions

***Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.***

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***