



Houston Independent School District

Job Description

POSITION TITLE: Web Designer		CONTRACT LENGTH: 12M
DATE: 04/30/09		DATE OF LAST REVISION: 10/19/10
JOB CODE: CM0635	PAY GRADE: 26	FLSA EXEMPTION STATUS: E
Job Family – Communications & Marketing		

JOB SUMMARY

Maintains and provides ongoing graphic, information and user-interface design of Websites based on district standards. Works with developers on coding requirements, template designs, and specialized scripts to design and build Websites. Formats copy and images for electronic messaging and tests for compatibility with different e-mail readers/browsers. Provides level II/III support and some training for portal department users. Develops basic online forms or surveys for web use. Posts, formats, and archives content for district Websites.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first	
1.	Translates clients' informational content into a functional website by mapping site structure and navigation.
2.	Designs and builds HISD intranet and internet websites. Works with developers to determine coding requirements, design templates, and specialized scripts for sites.
3.	Works with department site managers to make structural, navigation, or functionality changes to existing department sites by adding new page templates, port lets, navigation, or other functionality.
4.	Formats copy and images for electronic messaging and tests for compatibility with different e-mail readers/browsers. Posts, formats, and archives content for district websites.
5.	Provides quality control and functionality testing and level II/III technical support for portal department users.
6.	Performs other job-related duties as assigned.



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EDUCATION Bachelor's Degree preferred or equivalent experience
WORK EXPERIENCE 1 to 3 years
TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION Microsoft Office Suite, HTML, XML, Javascript, CSS, Adobe Web Premium Suite (e.g., Photoshop, Dreamweaver, Flash, Fireworks, Bridge), Acrobat Pro, WC3 standards. Experience in graphic design, photo editing, and digital page layout. Office equipment (e.g., computer, copier), Vehicles (e.g., automobile, truck, tractor, forklift)
LEADERSHIP RESPONSIBILITIES No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.
WORK COMPLEXITY/INDEPENDENT JUDGMENT Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis. BUDGET AUTHORITY No budget development activity is required.
PROBLEM SOLVING Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services. IMPACT OF DECISIONS Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.
COMMUNICATION/INTERACTIONS Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.
CUSTOMER RELATIONSHIPS Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.
WORKING/ENVIRONMENTAL CONDITIONS Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.



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