# Job Description

**PimaCommunityCollege**

Position Title: Analyst 1, Website Designer

Job Family: Information Technology          Job Type: Professional - Entry

FLSA Status: Exempt                         Salary Grade: 06

## Position Summary:

The Website Designer Analyst 1 will develop web page design and content updates and enhance course content. The Website Designer Analyst 1 will organize, plan, and execute multiple projects simultaneously

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Conceptualizes, designs, develops, tests and edits the web design web-based online resources and content using HTML 5 and CSS3, responsive web design principles, front-end web development, and other programming and scripting languages to support and enhance student learning.

2. Utilizes visual communications expertise including proficiency with various media (photographs, vector art, and other illustrations as well as software including Adobe Creative Suite), color theory, fonts, file types, creating a consistent visual image, etc. in the design and development of online courses and content that support and enhance student learning.

3. Liaisons with various departments to engage collaboratively and professionally with multiple team members (faculty, staff, administrators) in an effort to create quality online content and learning products.

4. Ensures quality end products, including implementing style guides and other resources and tools to promote consistency in online products (i.e. quality control)

5. Submit reports as requested

6. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Skill in current and applicable computer programming languages relative to the assignment

2. Skill in effective communication (both written and oral)

3. Skill in performing a variety of duties, often changing from one task to another of a different nature

4. Skill in project management principles, processes, and techniques

5. Skill in positive, productive, and flexible customer service

6. Skill in problem solving

7. Ability to adapt to a rapidly changing technical environment

## Supervision:

- Not responsible for supervising the work of others.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Graphic Design or a closely related field of study required.
- One (1) year of Web Development and Visual Communication required.
- One (1) to Three (3) years Web Development and Visual Communication preferred.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information

- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required