Job Description

PimaCommunityCollege

Position Title: Website Designer Analyst 3

Job Family: Information Technology

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Website Designer Analyst 3 serves as project manager providing technical and workflow leadership to assigned staff during planning, coordinating, and review of all phases of course development projects and other assigned projects. The Website Designer Analyst 3 oversees the duties of team including: creating visual design, user interface, and proper coding for all courses. The Website Designer Analyst 3 communicates with project stakeholders on matters related to visual design and code development. The Website Designer Analyst 3 provides leadership in acquisition, development, and implementation of various web-related support systems and in various functionality improvements in D2L.

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. Plans, conducts, and directs the analysis of complex web-related problems with D2L and all supported learning technologies. Provides technical and analytical support.

2. Serves as project manager providing technical and workflow leadership to assigned staff during planning, coordinating, and review of all phases of course development projects and other assigned projects; leads a daily standing team meeting.

3. Evaluates all LMS-related web development practices and processes for continuous improvement; designs new processes.

4. Oversees the creation and maintenance of the PimaOnline web designer SOP.

5. Maintains, troubleshoots, develops, and tests web functionality and integration in D2L and with all supported learning technologies.

6. Provides leadership in acquisition, development, and implementation of various web-related support systems and in various functionality improvements in D2L.

7. Provides technical support to PimaOnline staff and administrators to ensure optimal user experience.

8. Reviews and approves all HTML, CSS, and Javascript code on a daily basis submitted by other PimaOnline team designers; directs revisions to code based on review.

9. Trains all new hire web designers in PimaOnline on web designer practices, processes; address any training gaps for all PimaOnline web designers.

10. Manage and maintain the PimaOnline code repository hosted on Bitbucket, our cloud-based templating system.

11. Acts as first point-of-contact for addressing code bugs; develop a plan of action for addressing a College-wide solution to the bug. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems
2. Skill in current and applicable computer programming languages relative to the assignment
3. Skill in current and applicable hardware, software, and peripheral equipment
4. Skill in problem solving
5. Skill in coordinating and monitoring the work of others
6. Skill in effective communication (both written and oral)
7. Skill in project management principles, processes, and techniques
8. Ability to adapt to a rapidly changing technical environment

Supervision:

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

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.

- 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 Computer Science or a closely related field of study required.
- Master's degree in or a closely related field of study preferred.
- Three (3) to Five (5) years of related technical experience and current certifications required.

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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:

- Some evening and weekend work hours.
- Pre-employment Background Check Required.