



Flour Bluff Independent School District Job Description

JOB TITLE: Graphic Design & Web Specialist

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Executive Director of Communications & Comm Relations

DATE REVISED: 12/06

PRIMARY PURPOSE:

- Responsible for the technical effectiveness and functionality, design, enhancement, and maintaining the district's Web site and Intranet sites including teacher webpages. Assists in the design/layout and preparation of the district's various publications.

QUALIFICATIONS:

Minimum Education / Certification:

- High School Diploma or GED
- Associate's degree in graphic/web design, or certification in web/graphics design
- Valid Texas driver's license
- Knowledge of Internet infrastructure and practices
- Knowledge of HTML, JAVA, and other Web-based technologies
- Strong organizational, communication, and interpersonal skills
- Operate various print shop equipment and printers

Minimum Experience:

- 1 year experience with graphic and web, layout/design practices

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists in the design and maintenance of the district's electronic communications to include the district Website, Intranet, teacher webpages, electronic marquee, e-newsletters, social media, and web calendar using tools such as Dreamweaver, HTML, JAVA, and/or other Web-based technologies.
2. Ensures technical performance of the Web site and Intranet.
3. Consults with Public Information Coordinator to evaluate and implement tools and methods to deploy district information on the Internet and Intranet.
4. Ensures data integrity and security through appropriate protection from intruders, viruses and other potentially harmful Web-related technologies.
5. Assists in the preparation and updates of district publications to include layout and design.
6. Performs photography duties as assigned.
7. Assist in troubleshooting and calibrating print shop technical equipment when needed.
8. Is creative and flexible in multi-task duties to include special projects.
9. Assists in print shop when needed to operate various types of machines and equipment to perform work assignments.
10. Performs duties in a timely and organized manner; meets deadlines.
11. Demonstrates initiative in undertaking tasks at hand and relieving the workload of co-workers.
12. Ability to adjust workload and work hours as needed to complete job assignments.
13. Maintains a clean, safe, and organized working area and reports safety/maintenance needs or concerns to supervisor.
14. Is responsible for helping campuses, school organizations/clubs with their design and layout requests.
15. Is responsible for researching and ordering cost-effective supplies for various projects.
16. Is responsible for ordering printer supplies and maintaining adequate inventory to prevent shortages.
17. Keeps abreast on current technology skills and software.
18. Maintains good working communications with co-workers and other staff members.
19. Maintains good attitude in difficult situations and maintains cohesiveness among employees.
20. Is punctual in all aspects of work activities.
21. Projects a pleasant image through dress and demeanor.
22. Complies with policies and procedures as outlined in employee handbook and addendum.
23. Adheres to proper channels when communicating ideas, problems, etc.
24. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Computer and peripherals; standard office equipment

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

Work is performed in an office setting; may require irregular and/or prolonged hours

Mental Demands:

Maintain emotional control under stress, work with frequent interruptions

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.