WEB PAGE SPECIALIST

FC: TA311   PC: 714
PG: SEIU-10   BU: 04
                                                                                                April 2003

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, plans, implements and maintains web pages for an assigned division or department using a variety of software to display various information and documentation; troubleshoots and resolves related software and navigational problems; ensures the accessibility and efficiency of web pages; performs complex administrative support to the assigned manager; and performs related duties as assigned.

CLASS CHARACTERISTICS

This position classification has primary responsibility for planning, implementing and maintaining web pages using a variety of software programs. The incumbent updates and maintains web pages specifically for the assigned department and ensures the accessibility by users throughout the District. The incumbent works independently within established policies and procedures and reports to the assigned Division/Department Manager.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Plans, implements and maintains web pages to display various information and documentation such as drawings, technical publications, specifications, standards, manuals and procedures to be used by the District.

2. Prepares and implements the content of web pages using a variety of off-the-shelf programs such as: Dreamweaver, Firework, Photoshop, Corel Draw, AutoCAD and Acrobat Writer; maintains current knowledge of new software programs, tools and equipment.

3. Analyzes user requirements and determines the overall web page using a variety of off-the-shelf software.

4. Adds links on web pages to retrieve and display various data and documents.

5. Coordinates web pages with Department of Information Technology for conformity to District standards, formats, policies and procedures for the design of web sites across the District.

6. Ensures accuracy and accessibility of the information on web pages; maintains close contacts with

related departments to gather up-to-date information and documentation; revises, edits and updates the content of the web pages as appropriate in a timely manner.

7. Tests web pages for performance; tests browsers and checks links of all web pages for inconsistencies or link errors.

8. Monitors and supports end users of the web pages by resolving and troubleshooting technical questions and difficulties; troubleshoots navigational problems and inefficiencies within the web pages and works with appropriate departments and resources to resolve them.

9. In consultation with Department of Information Technology, recommends purchase of relevant software, materials, tools and equipment.

10. Stays abreast of the latest software, various web tools and databases for creating and maintaining web pages.

QUALIFICATIONS

Knowledge of:
Techniques for planning, implementing and maintaining web pages.
Principles, practices, tools, techniques and equipment used in implementing web pages.
Current graphic tools and software programs used for web pages.
Current web servers used to implement web pages.
Current standards, formats, policies and procedures used for web page implementation.
Technical engineering terminology and schematic symbols.
Current desktop publishing, graphics and presentation software and programs.

Skill in:
Planning, implementing and maintaining web pages using various graphic tools and software programs.
Maintaining and presenting technical information on web pages.
Establishing standards, styles and specifications.
Working on multiple projects independently.
Troubleshooting and resolving technical problems users may have.
Troubleshooting and resolving navigational problems and inefficiencies within the web pages.
Communicating clearing and concisely both orally and in writing.
Interfacing with all levels of staff and management.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS:

Education:
Possession of a High School diploma, GED or recognized equivalent.

Experience:
Three (3) years of (full-time equivalent) verifiable experience in planning and maintaining web pages using the latest off-the-shelf software programs for an established business organization.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens**.**

Physical Conditions:
May require maintaining physical condition necessary for sitting, walking, standing or light lifting for prolonged periods of time.

BART EEO-1 Job Group:	3500 - Professionals
Census Code:	2840 – Technical Writers
Safety Sensitive:	N