

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: WEB/VIDEO SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Educational Technology, design, maintain and update new and existing web sites and pages for the District; create and edit videos for various District-related projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Create, maintain and update web pages and sites including the source coding; author web pages that contain information in the form of text and graphics; assure the quality of the home pages and the hypertext files contained therein; determine proper artistic and visual layout for web sites to potentially maximize exposure to the District.

Create and assure the functionality of the links, online forms, surveys and scripts running behind the web sites; scan, create and modify photographs and graphics for use on the web and reports; utilize external and internal web sites and shared folders to gather, manipulate and disseminate data and information to administrators, staff, students and others.

Troubleshoot problems of web pages and related applications and programs that run in conjunction with the web pages; run routine software tests, perform troubleshooting and provide routine maintenance of web pages.

Operate and utilize PC (with DOS and Windows) and/or Mac computers with various application software including Dreamweaver and other languages and utilities used in web design.

Create and edit videos for various District-related projects; utilize digital video equipment; operate the video broadcasting control room; travel to various sites to shoot videos as directed.

Prepare and maintain records related to assigned activities including a server index listing web files on the web server, password privileges for users and others as assigned; update and maintain database of video clips available for use.

Install, configure and troubleshoot computer hardware and software as needed.

OTHER DUTIES:

Make recommendations related to new software, tools and hardware related to web site development.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Internet principles and practices.

Web site design and implementation.

Operation of various video production equipment.

Computer graphics, page layout, image scanning, voice and audio applications, video conferencing, HTML, text editors, web and database applications, scripting, database design and programming languages and other software used in web page development including HTML, ASP, XML and Javascript.

Elements of systems and procedure analysis.

Interpersonal skills using tact, patience and courtesy.

PC and Mac operating environments.

Applicable laws, rules and regulations related to assigned activities.

Oral and written communication skills.

ABILITY TO:

Design, maintain and update new and existing web sites and pages for the District.

Create and edit videos for various District-related projects.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate various hardware equipment including scanners, digital cameras, printers and others.

Work independently with little direction.

Understand multiple database structures.

Meet schedules and time lines.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college level course work in computer science, web design or related field and two years experience with web page design, HTML and application of new web-related technologies including some experience in video production.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Standing for extended periods of time during video shoots.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description
Adopted by BOT 1/25/03