



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Web Designer	Job Code:	7009000	Job Grade:	BM
Reports To:	Web Manager	Pos. No:	TBD	FLSA Code:	N
Department:	Commissioners Court Administration	Loc. Code:	2010001	SIC Code:	7376
				WC Code:	8810
Division:		CS Code:*	C	EEO Code:	B01

Summary of Functions: Assist with developing, designing and maintaining the County's Internet and Intranet website.

Management Scope: N/A

Duties and Responsibilities:	% of Time**	Essential Non-essential
1. Assists with executing and coordinating web design, using a variety of authoring languages; creating and implementing image links, and uploading pages and information to the web site.	30	E
2. Creates written and graphic content, and logic structure of the sites; creates enhancements and modifications, and organizes and maintains the sites.	30	E
3. Coordinates with departments on content and layout; trains users on set-up and maintenance.	10	E
4. Determines operational, technical, and support requirements for the maintenance of templates, libraries, text, and graphics.	10	E
5. Analyzes software programs and assist users in the design, development, and maintenance of various computer applications.	10	E
6. Assists in the administration of systems security.	05	E
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

** *The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program plus two (2) years of formal design training. Three (3) years experience in web design or web development.

Special Requirements:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Skilled in specialized web design software in creating webpages; Ability to install, configure, analyze and optimize websites. Skilled in language compatibility issues between browsers and computing platforms.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: DI2 175 pts, PS: D3 (29%) 43 pts, AC: C1C 43 pts, TTL: 261 pts, KH/PS/AC: 66-17-17, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 11/2005

Approved by Civil Service Commission on

Date _____