

**EAST BAY REGIONAL PARK DISTRICT**  
**WEBSITE DESIGNER**

**GENERAL FUNCTION:**

Under general supervision, oversees operational activities of website(s) with specific attention aimed at design and maintenance, to provide accessible information for residents and other customer users.

**ESSENTIAL FUNCTIONS:**

Performs day-to-day administration of the District's web site, including graphic and content updates as needed. Develops and implements new content or functionality as needed. Maintains and incorporates new web technology, features, and navigational tools into the sites. Responsibilities include design, development, and maintenance of website documents, templates, graphics, and functionality. Consult with user departments to plan, organize and define new project requirements, methods, risks, and final objectives integral to web page design; provide information and technical support to departments relative to web page development, implementation, and maintenance.

**OTHER FUNCTIONS AND DUTIES:**

Performs routine evaluation and tracking of performance, and security; modifying configurations, diagnose/resolve connectivity problems and system hardware or protocol conflicts, and other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Education: Associate of Arts Degree in Computer Science, Information Systems, or related field, and

Experience: Three years experience in the design, development, and project management of websites using web application development tools and content management systems.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of HTML/CGI/Java/XML/XHTML, CMS and other coding languages, web pages standards and policies, e-commerce, new web technologies, and understanding of internet working. Ability to learn and apply new technologies, to explain technical issues and concepts to non-technical staff and customers, to follow oral and written instructions, to communicate both orally and in writing, and to work independently. Ability to provide quality service to internal and external customers; understand and apply District and departmental policies and procedures; use initiative and apply logic and common sense to problem solving; research technical materials; provide and document solutions to problems; organize, prioritize, and follow up on work assignments.

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Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Publications Coordinator