

Job Description

Position Title: Analyst 2, Website Designer

Job Group: Information Technology

Job Level Group: Professional - Intermediate

FLSA Status: Exempt

Position Summary:

The Analyst 2, Website Designer designs and codes online courses. Creates visual design, user interface, and proper coding for all courses. Creates and manages PimaOnline brand. Ensures PimaOnline's template system guidelines are instituted and followed. Communicates with project stakeholders on matters related to visual design and code development.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops Hypertext Markup (HTML) Cascading Style Sheets (CSS) and Java Script (JS) for Pima Online template system used to create online courses included in course catalog.
2. Develops and maintains all cloud files used to create online courses.
3. Maintains repository for version control of cloud based template system.
4. Trains and design faculty to properly use HTML templates developed for online courses.
5. Introduces updated web design practices.
6. Prepares review report for online courses scheduled for evaluation and course improvements.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Skill in current and applicable computer programming languages relative to the assignment
2. Skill in effective communication (both written and oral)
3. Skill in performing a variety of duties, often changing from one task to another of a different nature
4. Skill in project management principles, processes, and techniques
5. Skill in positive, productive and flexible customer service
6. Skill in problem solving
7. Ability to adapt to a rapidly changing technical environment

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Graphic Design or a closely related field of study required.
- One (1) to Three (3) years of experience with Web Development and Visual Communication required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required