TEMPORARY Web Content Engineer
State Center Community College District

Job Title	TEMPORARY Web Content Engineer
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Sep. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5604232
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Job Description

TEMPORARY Web Content Engineer

Salary: $39.73 - $48.87 Hourly
Location: Fresno City College, CA
Job Type: Temporary
Division: FCC President's Office
Job Number: 202400210-T
Closing: Continuous

TEMPORARY Web Content Engineer
State Center Community College District

General Purpose

Under direction and as part of an assigned college's marketing and communications team, designs, implements and maintains websites that promote the college's programs and courses; ensures websites meet accessibility and other legal requirements; works with the Web Systems Administrator to develop web accessibility standards, policies and related faculty and staff user training; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Designs, implements and maintains college websites including updating content, publishing, internal permissions and workflow settings, backup sites and troubleshooting; meets with faculty, students and department staff regarding their web needs; analyzes business objectives and translates into functional solutions for the college.
- Writes HTML code or uses related languages and scripts for website applications; tests web applications to ensure displays meet ease-of-use and flexibility standards and execute properly for multiple browsers; ensures designs make efficient use of network and database resources by using server-side programming languages.
- Designs websites, pages and templates based on user, technical and legal requirements, existing systems and platforms, options for integration, established policies and budget; integrates graphics, animation, video, sound and content; ensures design's visual images are consistent with branding guidelines; ensures websites and web pages meet accessibility standards as required under the Americans with Disability Act (ADA).
- Creates online help functions, including application documentation; administers District content management system and services in coordination with the Web Systems Administrator and other Web Content Engineers to include the maintenance of HTML templates, image archives, permissions and user roles, work flow and guidelines for web publication.
- Defines and maintains security profiles for assigned systems.
- Coordinates work with IT professional staff responsible for applications development and administration, network administration and database administration to ensure that website architecture, functionality and design are consistent with all information technology strategies.
- Collaborates with Web Systems Administrator and other Web Content Engineers to present a consistent visual image on the web following District branding standards; promotes uniform fonts,

formatting, icons, image layout techniques and modularization; ensures that public-facing websites and web applications are modernized to work with mobile devices.
- Maintains records and prepares periodic reports regarding website updates, implementation activities and user traffic.
- May function as a lead for web-related college projects.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Participates on various committees and attends meetings.
- May participate in selecting vendors and consultant/contractor staff.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of:

- Programming theory and operating system capabilities and constraints used in web development.
- Industry best practices in web page design including usability concepts, animation, videos, multimedia features, interactive forms and mobile load time.
- Standard web programming and graphics markup languages.
- Principles and techniques of optical scanning and graphic design software including creation, editing and publishing.
- Operating system architectures, characteristics, components, uses and limitations particularly as they apply to the District's web technologies environment.
- Methods and techniques of troubleshooting website, application and network problems.
- Basic web portal application standards, protocols, hardware, software and network management practices.
- Customer service techniques.
- Basic project management methods and techniques.
- Operations, production capacity and uses of web portals and applications.

- Methods and techniques of troubleshooting web applications and evaluating performance.

Skills and Abilities to:

- Understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost-effective web technology solutions.
- Conceptualize practical web-based solutions to District, department, student and other customer requirements.
- Troubleshoot and resolve website, application and user problems.
- Coordinate work effectively with the Web Systems Administrator and other Web Content Engineers.
- Explain technical information to non-technical users.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE
An associate degree in information technology, computer science, web design or a closely related field, and at least three years of progressively responsible experience in the development and design of websites and web pages of database-driven web applications; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS
A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PhysicalDemands
While performing the duties of this class, employees are regularly required to sit for long periods; talk

or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.
Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.
The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Distinguishing Characteristics
Web Content Engineer is distinguished from Web Systems Administrator in that an incumbent in the latter class serves as lead developer, architect and administrator for enterprise-wide web applications, servers and portals, while the former class is responsible for the design and maintenance of an assigned college's websites including web content, interfaces, permissions, editing, testing, user training and ADA compliance.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit https://www.schooljobs.com/careers/scccd/jobs/4646813/temporary-web-content-engineer

TEMPORARY Web Content Engineer
State Center Community College District

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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State Center Community College District
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