



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 453.1

Job Title: **WEB PRODUCTION ASSISTANT**

Pay Grade: 13

GENERAL SUMMARY:

Provides support in the development, design and maintenance of City of Houston web pages, including gathering and reviewing potential web content, updating the cityofhouston.gov database, performing batch processing and collecting and optimizing graphics, images and photos. Performs basic HTML coding and HTML template completion.

RESPONSIBILITIES:

- Performs web production tasks, such as cutting, pasting and optimizing images, HTML coding, CSS implementation and other visual markups.
- Updates entries in the website database through a web-based site management system. Tracks all changes and documents processes associated with updating the website.
- Maintains an up-to-date collection of artwork, clip art, graphic designs and photos related to department operations. Optimizes various images for posting on the internet. Provides designs for the City's website.
- Assists Web Designer, Web Coordinator or Webmaster with the collection and maintenance of information that is pertinent to the operations, services and staff of the department.
- Recommends improvements to web pages to enhance the overall visual appeal and continuity of assigned web pages. Compiles information for use on the website.
- May translate selected materials into machine-readable format (HTML) for upload to the web server.
- May assist the Webmaster or Web Designers with the creation of web pages.
- Performs other duties or assists with special projects as needed.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Graphic Arts Technology, Computer Information Technology or a closely related field.

EXPERIENCE:

One year of experience in producing complex documents, charts and graphics using various software packages is required.

Two years of additional experience assisting in the development, design and building of web pages or websites for a large organization may be substituted for the degree requirement.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (Continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is infrequent with occasional contacts with lower-level service representatives and/or vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and /or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Web Production Assistant

Web Coordinator

Web Designer

or

or

Graphic Designer

Senior Graphic Designer

Effective: August 2004