



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 453.2

Job Title: **WEB COORDINATOR**

Pay Grade: 17

GENERAL SUMMARY:

Acts as a liaison between the department and the department's contract web designer by providing pertinent information about the department's operations, services, location(s) and staff; i.e., summaries and statistics, pamphlets, brochures, photos, newspaper articles and any other relevant information to the general public.

RESPONSIBILITIES:

- Acts as a liaison between the department and the department's contract web designer. Consults with department executives, managers and supervisors to determine site content. Compiles and relays useful and relevant information pertaining to the department's services for use on the website.
- Recommends layouts of information, color schemes and the flow of pages to the contract web designer. Provides concepts, designs and relevant material to vendors and creators of the department's internet and intranet web pages.
- Stays abreast of new developments in the department. Writes and edits text content for publishing to the department website via the contract web designer. May attend City Council meetings to be informed of changes that will affect the department.
- Recommends service-related links to other City departments and/or municipal, state or federal agencies to the vendor for placement on designated web pages.
- Checks the department's website daily to verify accessibility and accuracy of the information. Monitors site for unauthorized information, such as commercial advertisements, links to prohibited sites, inapplicable or outdated information, etc.
- Maintains and 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 department's website.
- Coordinates activities with the Webmaster and the Information Technology Department to ensure continuous access to the department's website. May provide web-related technical support and participate in employee website training.
- May conceptualize, design and build web pages. May translate selected material into machine-readable format (HTML) for upload to the City's web server.
- May perform web production tasks, such as cutting, pasting and optimizing images, HTML coding, CSS implementation and other visual markups. May perform site updates.
- 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:

Two years of experience in developing, designing and building web pages or a website for a large organization are 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.

A Bachelor's degree in Computer Science, Information Science or a closely related field may be substituted for the educational requirement and one year of the experience requirement.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

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 primarily with lower-level service representatives and/or vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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