

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: WEB PROJECTS SPECIALIST

BASIC FUNCTION:

Under the direction of the Director III, Curriculum and Instruction, perform specialized activities in managing the development and delivery of quality educational services via the Internet in a user-friendly and customizable portal; provide support, training and service to assigned staff and users.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform specialized activities in managing the delivery of quality educational services via the Internet in a user-friendly and customizable portal; provide teachers and students centralized access to innovative tools and resources to improve student learning

Create customized district portals for contracting districts including different layout templates for each role in the district and its schools; create user groups and correlate groups to appropriate templates; write scripts that format user information spreadsheets delivered from the district into a comma-delimited file for import; import files and format resulting account information such as user names and passwords into a file for the District; update the database including adding additional users or modifying current users.

Develop new and modify existing applications for the portal to improve user experience and enhance functionality; develop content channels or mini applications to be added to a user's portal; integrate portal features into larger systems; utilize JAVA, JSP, PHP, XML/XSLT, HTML and JavaScript.

Provide trainings and workshops to groups of portal users at school labs or at the County Office; train site leaders and teachers for participating schools within a district; prepare presentations to promote portal to teachers, district curriculum leaders, school boards and other administrators; prepare supporting documentation for training sessions and promotional presentations.

Perform back-end development functions; program web-based tools that enable efficient administration of the portal including usage-reporting tools, database maintenance scripts, self-management of accounts and others that enable bulk operations; work with content providers to develop scripts enabling databases to communicate to each other for single-sign-on technology.

Perform various customer relationship activities; communicate with customers regarding logistics, training issues and content suggestions; compile qualitative and quantitative data and resolve issues; serve as County representative in dealing with content vendors regarding troubleshooting and feature requests.

Debug existing errors and perform related system management activities; assure performance standards are met.

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Maintain a unique web design built with assigned graphic design programs; perform other graphic design work including marketing materials and special projects for County Office departments.

Prepare and maintain records related to assigned activities including web development documentation, user accounts, district/school set-up status, e-mail records, etc; compile usage statistics for schools and districts.

Communicate with a variety of school districts, school sites, county offices, vendors, portal development groups and other outside agencies to promote, plan, design, coordinate activities, and resolve issues or concerns related to assigned web projects.

Operate a variety of computers and software systems including workstations and servers; operate standard office equipment; operate audio-visual equipment including projectors and televisions; drive a vehicle to various sites to conduct work.

Attend and conduct meetings related to web projects; maintain current knowledge of technological advances in the field.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Internet principles, practices, products and services.

Web site design and implementation.

Database design, creation and query processes.

Server management and data recovery practices.

HTML, JavaScript, SQL, and web-related scripting and programming languages (such as PHP, ASP, Perl, or JAVA/JSP), used in dynamic web page development.

Graphic Design software including Adobe Suite of Products.

Principles of program design, codes, testing and implementation.

Open-source applications

Interpersonal skills using tact, patience and courtesy.

Principles of training/supporting technology users.

Applicable laws, rules and regulations related to assigned activities.

Oral and written communication skills.

ABILITY TO:

Perform specialized activities in managing the delivery of quality educational services via the Internet in a user-friendly and customizable portal.

Implement new web technologies to meet the needs of the client using the knowledge listed above.

Prepare and deliver oral presentations and teach web skills to others and promote the web portal.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Provide support, training and service to assigned staff and users for the web and related applications.

Evaluate, install and learn software programs for writing, editing and compiling scripts.
Work independently with little direction.
Maintain current knowledge of technological advances in the field of web development.

EDUCATION AND EXPERIENCE:

Bachelor's degree and three years experience working with database-driven, dynamic web page management including demonstrated experience in graphic design, user interface design, and database design.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.