Coordinator IV, Web Design Services

Position Details

Job Code: U7403
Reference Code: A632
Division/Unit: Communications
Classification: Professional-Technical
Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)
FLSA STATUS: EXEMPT

Position Summary

This position is responsible for the management of establishing and managing user flows, interaction models, site architectures, style guides, User Interface (UI) specifications, and maintaining visual cohesion across the Clark County School District's array of Web channels with primary emphasis on integrating rapidly changing technologies without sacrificing existing technology investments in the unit. This position will be responsible for creating and shaping the long-term design strategy and vision of the District's online presence. This position is responsible for implementing project plans, systems, hardware, and software in support of the District's technology initiatives, programs, and applications. Through management and supervision of assigned staff, this position ensures compliance with budgets, schedules, specifications, regulations, and statutes. This position is directly responsible to the Chief Communications Officer, Communications Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establish brand standards and guidelines to ensure that interface designs meet CCSD and user demands.
2. Coordinate usability testing for different project phases, as required.
3. Create, maintain, and enforce established UI style guide standards and unified experience across all CCSD's Web channels and device targets (desktop, tablet, mobile, etc.).
4. Coordinate the development, programming, and implementation of projects that interact between the District and outside entities such as the Nevada Department of Information Technology, universities, financial institutions, benefit providers, etc.
5. Create appropriate plans and professional learning activities to ensure that staff is current with the District's changing architecture so new technology can be increasingly utilized.
6. Develop annual process re-engineering recommendations.
7. Create and monitor budget items necessary to support Web Design Services and District Web channels.
8. Prepare technical analyses, technical proposals, budget projections, and request for proposal (RFP) technical verbiage for Web Design Services projects.
9. Schedule and prioritize work and resources to accommodate existing activities while incorporating special projects, as assigned.
10. Ensure that the acquisition of equipment, software, and systems to be used in major projects by other departments is in harmony with Web Design Services.
11. Work closely with CCSD stakeholders, designers, and developers to accurately express UI requirements upon execution using usability heuristic principles.
12. Interpret analytics, user research, and testing; apply to design solutions.
13. Participate in Leadership and Project Sponsor meetings, as assigned.
14. Supervise, coordinate, and evaluate assigned staff.
15. Perform other duties related to the position, as assigned.

Position Expectations

1. High-level understanding of design challenges including multi-screen layouts, final production art, information design, typography, color, composition, flows, and UI specifications.
2. Current knowledge of Web technologies and tools, including current Web design trends.
3. Ability to guide complex features from initial concept to production and post-launch evaluation.

4. Skillful with common information technology (IT) operating systems (i.e., Windows, Unix, Linux, etc.).
5. Knowledge of generally accepted technology project planning processes.
6. Proficient in the use of productivity applications such as relational database design and management, spreadsheet design, publishing, project management, scheduling, and multimedia.
7. Working knowledge of design research methodologies.
8. Experience with core design tools: Figma, Sketch, Invision, Adobe Creative Suite
9. Understanding of front-end code and frameworks such as: HyperText Markup Language (HTML), Cascading Style Sheets (CSS), WordPress, JavaScript, etc.
10. Strong story-telling skills with the ability to clearly articulate design and technical concepts both visually and verbally.
11. Ability to work on multiple projects simultaneously and to meet deadlines.
12. Ability to work cooperatively with colleagues, school and administrative personnel, and representative of outside agencies.
13. Effectively work on Web-related technical projects with non-technical people.
14. Ability to work independently with little supervision and to problem-solve at a high level.
15. Capacity to maintain focus and direction to meet project milestones.
16. Ability to demonstrate comprehensive literacy in state-of-the-art computing technologies through oral and written communications.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of two (2) years public relations/communications experience managing Web presence and/or technology.

3. Four (4) years' experience providing content management and Web technical services.
4. Three (3) years Web design experience; redesigning and/or re-branding Websites, managing multiple Websites, and managing Web content managers, developing Web procedures, guidelines, implementing and mitigating Websites for Americans with Disabilities Act (ADA) compliance.
5. Experience managing budgets, contracts, working with vendors and developers.

Preferred Qualifications

An earned bachelor's degree from an accredited college or university in the Science, Technology, Engineering, and Math (STEM) field, Public Relations, Communications, Art, or Digital Marketing.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information
- Revised: 11/21/22
- Created: 07/07/22