



**Los Angeles County
Office of Education**

Los Angeles County Office of Education Web Coordinator

SALARY	\$8,848.00 - \$10,961.00 Monthly \$106,176.00 - \$131,532.00 Annually	LOCATION	Downey, CA
JOB TYPE	Dual Certification	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	24-236	DEPARTMENT	Technology Services
DIVISION	Applications Development & Support	OPENING DATE	01/18/2024
CLOSING DATE	2/1/2024 at 5:00 PM Pacific Time (US & Canada); Tijuana		

Bulletin



Los Angeles County Office of Education

An equal opportunity employer fostering a workforce that embraces and reflects
the rich diversity of Los Angeles County

Web Coordinator

\$106,176 to \$131,532 Annually

Insurance: Your choice of several medical, dental, vision, and life insurance plans To learn more, visit: https://www.lacoe.edu	Online applications must be submitted by: 2/1/2024 5:00 P.M. (Pacific)	Retirement: PERS Defined Benefit Plan Paid Time Off: 24 vacation, 15 holidays, and 12 illness days.
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Under administrative direction, assesses client needs, manages the design and development of new online applications, and supports the upgrades and maintenance of production applications.

The Well Qualified Candidate Will Possess the Following

Knowledge:

- Enterprise-level Content Management System (CMS) architecture, principles, trends, and management practices
- Web and application servers, middleware, server hardware and software
- Business, marketing, and public relations principles/strategies
- Database management principles and practices
- Principles and techniques of software development
- Website design principles
- Graphic design multimedia principles
- Concepts of semantic markup
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

Competencies:

- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative and/or qualitative data
- Professional & Technical Expertise – Applying technical subject matter to the job
- Action & Results Focus – Initiating tasks and focusing on accomplishment
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Design Sense – Creating work products that are functional, intuitive and aesthetically pleasing
- Innovation – Imagining and devising new and better ways of doing things
- Listening – Fully comprehending spoken communication
- Customer Focus – Attending to the needs and expectation of customers
- Teamwork – Collaborating with others to achieve shared goals
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures

Required Education and Experience

Education: A bachelor's degree in information technology, systems analysis, web-design or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

Experience: Four years of experience in the design, development, implementation, and support of large scale Web-based applications, relational database design or online applications.

Additional Requirements: A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites may be required for some positions.

Hybrid remote schedules may be available. To ensure the health and safety of its staff, LACOE may require employees to provide evidence of full vaccination against COVID-19.

Selection Process

Candidates who meet the minimum requirements above will be invited to participate in an examination that may consist of Performance Exam and Structured Interview.

Contact

For information about the examination process you may send an e-mail to
Lizbeth Valenzuela at valenzuela_lizbeth@lacoedu

For general inquiries please call 562.803.8360 (Mon- Fri 8:00 am - 5:00 pm)

For complete application information, please go to <https://www.lacoe.edu/pc>

LACOE Personnel Commission, 9300 Imperial Hwy, EC-Annex, Downey, CA 90242

Additional Information

Minimum qualifications must be met by the close of filing date. For complete application information, please go to <https://www.lacoe.edu/pc>. For additional information on our selection procedures, please visit [Exam Preparation](#) on our website. Selection and promotion are based on a competitive examination process. Candidates who pass all exam parts are ranked according to overall exam score and placed on an eligibility (hiring) list. Vacant positions are filled from the top three ranks. Eligibility lasts for 12 months; however, additional recruitment may occur under a separate bulletin with additional candidates being merged onto the eligibility list. Some positions that involve public contact may require bilingual proficiency for which selective certification may apply (Education Code 45277.5). In addition, the eligibility list resulting from this examination may be used to fill vacancies in related job classifications for which no eligibility list exists (Education Code 45272). Veterans' Credit may be awarded for entry jobs.

Reasonable accommodations in completing an application, testing, and employment are available to individuals with disabilities. If you would like to request an accommodation, please call 562.803.8360 as early as possible.

This examination is authorized as **Dual, open to the public and promotional for LACOE employees.**

Recruitment ID: 24-236

This announcement does not constitute an implied contract. Any part of this announcement is subject to change.



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Benefits

Based on full-time assignment:

- Although new employees usually begin at the first salary step, advanced salary step placement may be requested
- 24 vacation days per year
- 15 paid holidays per year
- 12 paid sick days annually
- Insurance includes health, medical, dental, vision and group life

- Retirement CALPERS combined with Social Security, and pre-tax retirement savings account options

Organization

Los Angeles County Office of
Education

Address

9300 Imperial Highway, Annex

Downey, California, 90242

Phone

(562) 803-8360

Website

<https://www.lacoe.edu/Jobs/Classified>
-HR

Web Coordinator Supplemental Questionnaire***QUESTION 1**

PLEASE READ THE FOLLOWING STATEMENT: Answer the following questions as truthfully and accurately as possible. You are not expected to answer at the highest level of each of these items to be qualified. The application will be evaluated for minimum qualifications. Your responses to the supplemental questions below may also be used to determine your qualifications beyond the minimum qualification requirements for this classification in a training and experience (T&E) evaluation. Referring to your application/resume, listing "see resume", or incomplete responses will NOT qualify as a response to any question. Questions that are answered in this method will be considered INCOMPLETE and may result in DISQUALIFICATION. You are required to answer ALL of the supplemental questions as truthfully and accurately as possible. Your responses to these questions are subject to verification and may be assessed in subsequent examination parts. All experience, education, training, and certification must be included in your application in order to be considered. Any sign of deliberate misinformation or intentional exaggeration will result in disqualification from this examination process and possible bar from future employment opportunities with the Los Angeles County Office of Education (LACOE). Select "Yes" if you have read, understood, and agree to the above statements. Select "No" if you have read, understood, and DO NOT agree with the above statements and voluntarily withdraw your application for this position.

☐ Yes

☐ No

***QUESTION 2**

Do you possess a valid California driver's license?

☐ Yes

☐ No

***QUESTION 3**

What is your highest level of education? You must attach a copy of your transcripts to your application for verification purposes. **Note:** Degrees must be from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

- ☐ High School Diploma or GED equivalent
- ☐ Associate's Degree or equivalent number of college units (60 semester units or 90 quarter units)
- ☐ Bachelor's degree
- ☐ Graduate degree or higher
- ☐ None of the above

***QUESTION 4**

Please list the field in which you obtained your degree(s). If no degree, list "N/A".

***QUESTION 5**

How many years of experience do you have in the design, development, implementation, and support of large scale Web-based applications, relational database design or online applications?

- ☐ No experience
- ☐ Less than 1 year
- ☐ 1 year but less than 2 years
- ☐ 2 years but less than 3 years
- ☐ 3 years but less than 4 years
- ☐ 4 years but less than 5 years
- ☐ 5 or more years

***QUESTION 6**

Please describe your experience in the design, development, implementation, and support of large scale Web-based applications, relational database design or online applications. For each related experience, please include: a) Your job title(s) b) Name of the organization(s) c) Job duties/responsibilities related to the job areas described above d) Length(s) of employment If no experience in this area, list "N/A".

* Required Question