



Job Description

Job Title: Web Content Assistant

JTC: CDP

Salary Range: N04

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides assistance in the management of the website including the transfer, testing, creation and updating of web material and the extraction of usage and error logs. Performs routine web duties requiring fundamental knowledge of web graphics, designs and procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience using HTML coding and preparing content for web replacement. Ability to develop and research the website to include graphics and web pages. Capable of providing creative approaches to project specific challenges that include innovative interactive solutions to display content.

Understanding of the principle of web content management and systems, accessibility and design. Ability to utilize computer technology to maintain files, databases, generate reports, and access data. Capable of working with limited supervision in the areas of website content management and organization. Follows and implements District policies and procedures.

Ability to work and build positive working relationships with multiple cross-departmental teams to achieve the goals of the organization. Effective interpersonal skills and networks with management, supervisors and staff members as needed.

Strong analytical, organizational skills with attention to detail and the ability to prioritize. Knowledge of design principles, and graphic art. Applies simple rules, common sense, and past experiences to identify business issues and solutions.

Intermediate skills in content creation and editing. Strong writing, listening and oral communication skills to collaborate within a diverse work environment.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or equivalent GED with three (3) years of related work experience. Intermediate knowledge of computer software such as HTML/XHTML, CSS, Adobe Acrobat Reader, and JavaScript / AJAX to code web pages. ***Will be subject to criminal background and/or fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Build and execute a unified strategy for web content that supports the strategic business initiatives. Assist with the update and maintenance of various websites. Ensures that all content is consistent in terms of messaging, style, quality and tone to meet the needs of end users, internal and external customers.

Perform continuous improvement on web page content and design based on stakeholder insight to assure maximum understanding of the topic. Coordinate content development requirements for new products prior to launch.

Maintain relationship with staff and peers to obtain reference materials and resources to create product support content. Assist in updating content management system files, following District policies and procedures.

Develop and research the web site to include graphics and web pages. Independently research a variety of problems as requested. Generate website reports and perform JavaScript, HTML coding and maintains project database files and websites.

Strong written and oral communication skills, along with effective listening and interpretative skills, in order to clearly communicate information and ideas. Effective customer service skills.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.