

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**JOB TITLE:** Web Content Assistant I**LOCATION DESIGNATION:** All**DATE PREPARED:** Spring 2003**DATE REVISED:** Fall 2005; Spring 2009; Fall 2012; Fall 2013**NEXT SCHEDULED REVIEW:** 2010-2011 (LAST REVIEWED: 2007-2008)

**GENERAL SUMMARY:** An entry level position responsible for assisting in the management of the day-to-day operation of the web site 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 and procedures. Work requires intermediate knowledge of web design and procedures.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assists in the development and research for the web site's web pages (including graphics).
- Assists in total quality management of the web site, including currency, accuracy, consistency, ease of use, and access security.
- Assists in defining, documenting and maintaining hierarchical file structure for web sites.
- Performs JavaScript and HTML coding (including frames, tables, forms, etc.)
- Generates web site reports.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

May be required to lift and move materials and equipment weighing up to 50 pounds.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Graduation from high school or equivalent plus 12 credit hours in web design/authoring, JavaScript, or graphics design **or** graduation from high school or equivalent plus six months related experience in web site design/development. Demonstrated ability in developing and publishing web pages. Ability to learn html coding to prepare content for web placement. Ability to utilize computer technology to maintain files, databases, generate reports, access data and to communicate with others. Intermediate knowledge of computer software such as Windows, Microsoft Office Suite, and Adobe Acrobat Reader. Excellent presentation skills, ability to work independently as well as collaboratively. Ability to effectively communicate with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*