CCSD
CLARK COUNTY
SCHOOL DISTRICT

# Vegas PBS - Web Designer II

## Position Details

Class Code: 3131
Job Family: Broadcast/Communications
Classification: Support Professional
Terms of Employment: Pay Grade 59 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction of the Vegas PBS Integrated Content Director, provides analytical and design support to professional/technical staff; designs applications systems and modifications; performs digital design in support of Vegas PBS for multiple web platform applications.

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## Essential Duties and Responsibilities

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

1. Conducts feasibility studies and develops system, time, equipment, and cost requirements.
2. Creates and designs internal and external web pages.
3. Writes scripts and designs layouts to enhance dynamic web content.
4. Simulates hardware and software problems, tests and evaluates alternative solutions, and recommends/implements appropriate applications designs utilizing computer-generated techniques.
5. Develops User Interface/User Experience (UI/UX) for use in web applications; codes markup in varied languages.
6. Plans and develops test interfaces to validate new or modified programs; designs input/output forms and documents.
7. Troubleshoots interface and software problems, as needed, for Vegas PBS.

8. Writes design documentation, customer procedures, and instructions; assists Vegas PBS staff in implementing new/modified designs and applications; tracks and evaluates project and systems progress.
9. Creates multimedia-based tutorials to assist in application adoption by Vegas PBS staff and the public.
10. Confers with Vegas PBS staff regarding assigned web-based program areas.
11. Ensures user acceptance by soliciting feedback on designs, functionality, and testing; maintains communication with end-users to ensure systems continually meet their expectations.
12. Maintains, records, and prepares periodic/special reports of work performed.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

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## Distinguishing Characteristics

Designs visual computer data system technologies for Vegas PBS websites.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of standard design procedures and techniques.
2. Ability to manipulate and create graphics in Adobe Illustrator.
3. Ability to manipulate images in Adobe Photoshop/Fireworks.
4. Ability to create, design, and manipulate images for web use.
5. Knowledge of Cascading Style Sheets (CSS) and Hypertext Markup Language (HTML5.).
6. Experience with, and ability to properly use the following media/file types: Graphic Interchange Format (GIF), Joint Photographic Experts Group (JPEG), Portable Network Graphics (PNG), Moving Picture Experts Group (MP4), video compression (H.263), WebMedia (WEBM), Adobe Animate (FLA, XFL), and WebPhoto (WEBP.).
7. Ability to prepare clear and concise program documentation, user procedures, reports of work performed, and other written material.
8. Ability to exercise independent judgment within established procedural guidelines.
9. Ability to contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
10. Knowledge of new/emerging technologies and computer user applications.

11. Ability to make effective verbal, written, analytical, technical, and persuasive presentations to individuals or large groups.
12. Ability to manage several projects/programs simultaneously and maintain high-quality service while meeting goals.
13. Ability to work flexible hours or shifts.
14. Ability to develop and maintain effective working relationships with Clark County School District (CCSD), Vegas PBS staff/vendors, other agencies, and the public.
15. Ability to recognize hazards and apply safe work methods.
16. Possess physical and mental stamina commensurate with the responsibilities of the position.

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# Position Requirements

## Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Six (6) years of experience in advanced web design (utilizing products like Photoshop or Fireworks); or,
   Associate's degree from an accredited college or university in related field (computer science, computing and information technology, graphic design technology, communications, etc.); and, four (4) years of professional work experience in advanced web design (utilizing products like Photoshop or Fireworks); or,
   Bachelor's degree from an accredited college or university in related field (computer science, computing and information technology, graphic design technology, communications, etc.); and, two (2) years of experience in advanced web design (utilizing products like Photoshop or Fireworks).

## Licenses and Certifications

None specified.

## Preferred Qualifications

Bachelor's or associate's degree with emphasis in web design.

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# Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).

2. College transcript(s) from an accredited college or university, if applicable.
3. Resume with Online Portfolio/Website URL.
4. Specific documented evidence of training and experience to satisfy qualifications.

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## Examples of Assigned Work Areas

CCSD facilities – schools and/or administrative offices.

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## Work Environment

### Strength

Sedentary to medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal screens, and other monitoring devices.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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# Examples of Equipment/Supplies Used to Perform Tasks

Computers and other peripheral devices, printers, modems, computer software and/or hardware, audio and visual presentation materials, telephones, fax machines, etc.

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## 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, 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

- Created: 08/19/26