



Position Description

Job Title	User Interface Designer
Department	Mayor and City Administrator
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This is an advanced technical position designing, executing and maintaining creative digital communications across the Cities various platforms including web and social media resulting in an enhanced digital government presence, appearance and functionality. This position will play a vital role as part of the Community and Engagements Division and will work closely with the Information Technology Department.

Supervision

Received	Communications and Engagement Manager
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Responsible for designing, coding and modifying the City websites, from layout to function. The position will strive to create visually appealing pages that feature user-friendly design and navigation. The position may also assist with other communication platforms in support of the Communications and Engagement division
2. Responsible for helping with implementation of interactive widgets and web components, web-based animations, digital forms and e-newsletters
3. Provides guidance and technical support to departments across the City on best practices for web design, including adherence to the City's branding standards and ADA requirements
4. Responsible for troubleshooting, maintenance, and enhancement of existing web-based applications
5. Regular review of the City webpages to propose suggestions to improve design and navigation

6. Creates new website pages and layouts to achieve the City's goals
7. Makes routine updates to content on the website as directed
8. Works with Departments and other stakeholders to achieve their goals for the website
9. Works with the City's communication and engagement team to promote best practices for external and internal communication
10. Assists with maintaining internal communication sites such as the employee intranet
11. Supports enhancements of other electronic information-delivery systems as needed
12. Helps maintain digital resources for social media
13. Offers technical assistance to individuals and departments on managing web content and incorporating features
14. Ensures website compatibility across browsers, platforms and devices
15. Troubleshoots webpages, verifies and correct links, and performance periodic audits
16. Stays current on website trends and news and researchers emerging technologies

Other Job Functions

17. Performs related duties as assigned.

Requirements of Work

A two year degree from an accredited trade, technical or vocational school, college or university in digital design, website development, computer science or a closely related field and three years of experience in developing and publishing digital designs and websites or any equipment combination of relevant experience and training.

Knowledge of	<ul style="list-style-type: none"> • User centered design and ability to conduct usability testing • Web development technologies • Developing site layouts and graphics • Website interfaces, cross-browser compatibility, and web standards • Project management • Current and emerging technologies to maintain the City's internet and intranet web sites • Standard office equipment and programs
Ability to	<ul style="list-style-type: none"> • Establish and maintain effective working relationships • Investigate and resolve customer issues that exist • Organize and prioritize workload • Work independently with minimal supervision • Work in a team and collaborate with a diverse group • Communicate effectively with groups, individuals and in training situations
Skill in	<ul style="list-style-type: none"> • Web functions and standards • Analysis and design of applications software • Written and verbal communication • Web applications and programming languages such as HTML, CSS, JavaScript, JQuery Sharepoint, and API's • Adobe Creative Suite and Sketch, Premier, Axure, InVision • Dealing courteously and professionally with others

Necessary Special Requirements
None
Physical Demands
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">• Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.• Specific vision abilities required by this job include close vision and the ability to adjust focus.• While performing the duties of this job, the employee frequently is required to stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.• The employee must occasionally lift and/or move up to 25 pounds.