

UNIVERSITY OF ARIZONA  
DEPARTMENT OF HUMAN RESOURCES  
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

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**JOB CODE:** 73140

**TITLE:** Web Site Designer/Developer

**IT PAY BAND:** B07

**FLSA:** Non-Exempt

**Purpose of Classification:**

Designs, develops, implements and maintains department, college or institutional web sites. Consults with users regarding web content and development requirements. Assignments include web site design and/or web site development.

**Distinguishing Characteristics:**

This is the first in a series of three classifications. It is distinguished from the Web Site Developer/Designer, Senior which researches web applications, designs and/or develops associated databases and user interfaces and consults with users regarding accessibility, usability, and aesthetic appeal of web sites.

**Example of Duties:**

**Web Site Design**

- Creates and maintains web site layout and design.
- Assesses usability and accessibility of web site designs. Designs web sites for use by individuals with a range of visual, auditory, motor/mobility and cognitive abilities.
- Consults with content providers regarding graphics requirements.
- Maintains and edits content and graphic media such as photographs, video and other visual design elements.
- Participates as a team member in web design projects.

**Web Site Development**

- Consults with content providers regarding web site development assignments.
- Assesses usability and accessibility of web sites and updates and assures web sites can be used by individuals with a range of visual, auditory, motor/mobility and cognitive abilities.
- Implements and maintains web site architecture and enters data into online databases.
- Maintains and edits web site content.
- Participates as a team member in web site development projects.

**Knowledge, Skills and Abilities:**

- Knowledge of current web site graphics and/or development software.
- Knowledge of web site architecture.

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- Knowledge of web site standards and protocols including usability and accessibility standards.
- Skill in editing web site content and/or the use of graphic design and layout tools.
- Skill in consulting with users regarding web site development and/or design issues.
- Skill in designing usable and accessible web sites and/or original graphics.
- Ability to work with diverse team members/users.
- Ability to communicate effectively verbally and in writing.

**Minimum Qualifications:**

- Three years of progressively responsible web site design and/or development experience; OR,
- Associate's degree in a related field AND two years of web site design and/or development experience; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09