

DIGITAL DESIGNER
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Designs and develops graphics and general content for Web sites, and other digital media for BOCES #2 and its user school districts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Network Technology Consultant, this position is responsible for the design and production of Web sites and any other digital media required by the Lower Hudson Regional Information Center (RIC), Southern Westchester BOCES and its customers. An incumbent creates the graphics as well as regular enhancements for the sites. Position produces proposals, timelines, status and evaluative reports for all digital graphic design projects.

EXAMPLES OF WORK: (Illustrative Only)

Produces Web sites along with other staff members of the RIC, who work as a Research and Development (R&D) resource,

Creates graphics for Web sites and other digital and print projects;

Determines design and layout for content on Web sites and other digital and print projects;

Manages and maintains Web sites by updating content and graphics at specific intervals and when needed;

Prepares Web site project timelines and status reports;

Attends meetings with R&D staff as well as other management and non-management staff;

Creates graphics for logos, stationery, brochures and other printed material needed by BOCES and its component districts;

Keeps apprised of current developments and trends in Web site design and production.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the latest tools in digital imaging, graphics and design; good knowledge of the Internet and World Wide Web protocols, e.g., HTML; ability to establish effective working relationships with school district personnel and RIC staff; ability to communicate both orally and in writing; ability to plan and organize; ability to manage multiple assignments and priorities; initiative; resourcefulness; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a recognized college or university with a Bachelor's degree and one (1) year experience in designing Web sites and graphics; or (b) graduation from an accredited design school (two year program) and three (3) years experience as specified in (a); or (c) five (5) years experience as stated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.