

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Web Services Assistant**

Dept: **Information Technology Services**

Job Code Number: **10485**

Reports to: **Web Services Librarian**

Grade Number: **10, Represented**

Effective Date: **July 2003**

FLSA Status: **Non-Exempt**

General Position Summary:

Perform graphic design and maintenance activities for KCLS website as directed by the Web Services Librarian. Ensure that web pages are kept up to date and monitor for broken links.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Assist with the design and layout of the Web Site and Intranet.
2. Design individual graphics for web pages.
3. Monitor and check for broken links.
4. Assist staff with web software.
5. Help as needed with file management and site maintenance database management and coordination of the retrieval of pertinent information.
6. Help maintains display standards for enterprise-wide (Intranet and Intranet) Web documents to insure that all submitted documents meet those standards, and converts all other submitted materials to Web documents.
7. Upload pages onto the site, and integrates multimedia assets and database applications; coordinates overall site design implementation with creative staff, to match desired outcome with technological feasibility; produces timely reports as required.
8. Furnish web authoring, graphics and word-processing support to the Web Services Librarian. Works with content authors and Web Services Librarian to ensure adherence to applicable Web language coding standards and currency of Web links.

Secondary Duties:

1. May assist patrons with questions regarding access to website.
2. Perform other related duties as required or as assigned.

Communication:

The position has regular contacts with the KCLS staff. Contacts typically involve exchanging information and responding to requests. Contacts seldom contain confidential or sensitive information.

Initiative:

The position operates from specific and definite directions and instructions with a high level of detail. Position is responsible for solving problems with own workflow and processes. The position involves a high degree of complexity considering the technical and creative demands placed on it. The position encounters regular and recurring work situations and operates with moderate supervision. Decisions are typically made within strictly prescribed operating guidelines.

Accountability:

The position encounters regular interruption requiring some flexibility. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. Decisions typically impact own work unit and work is frequently checked by a supervisor.

Leadership:

The position does not have mentoring responsibility nor the responsibility for role modeling or promoting KCLS values.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Associate's degree or equivalent specializing in graphic design, communications, computer technology, or related field.
- One year of web design and development experience desired.
- Two to four years of related graphic design experience preferred.

Necessary Knowledge Skills and Ability:

- Some knowledge of all KCLS departments, their functions and services provided.
- Working knowledge of HTML, web structure, layout, JAVA and UNIX.
- Considerable knowledge of graphic art techniques.
- Working knowledge of shipping processes and distribution.
- Considerable knowledge of HTML editors, FTP software, office, UT/98.
- Be familiar with MAC platforms.
- Knowledge of TCP/IP and other Internet protocols.

- Knowledge of data communications standards.

Ability to:

- Design or modify artwork.
- Manage several projects at once and adapt to changing needs.
- Manage time to maximize productivity.

Skill in:

- Troubleshooting problems.
- The use of computer software and hardware.
- Updating the Web Site and Intranet.
- Establishing and maintaining good customer relations.

**SPECIAL REQUIREMENTS**

Graphic Design or Web Design Certificate preferred

**PHYSICAL DEMANDS**

The position requires constant sitting, keyboarding, repetitive motion of hands/wrists, and use of visual senses. The lifting requirements of the position are minimal.

**WORK ENVIRONMENT**

Work is performed in a normal office environment. Work involves constant sitting and extensive close work (eyestrain) and PC monitoring.

Advancement Possibilities:

Open depending on education, training and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager