

# The University of Texas at San Antonio

## Job Description

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Job Title: WEB Specialist  
Code: 19364  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## Summary

- **Function:** To design, develop, implement, maintain, enhance, and manage complex web site(s) for a department or several departments.
- **Scope:** Responsible for writing web authoring code, designing or integrating graphics, business content, and databases for the web site(s) and keeping abreast of the latest hardware and software needed for the maintenance of the site(s) on a continual basis.

## Duties

- **Typical:**
  1. Design web page text and visual content, navigational links, and page layout using HTML, CSS, and other web authoring languages and graphic design software. Create digital graphics for sites.
  2. Consult with users to determine web needs and recommends solutions.
  3. Respond to problems or questions regarding web server performance issues.
  4. Proactive in researching new methods, techniques, and software to improve the effectiveness and efficiency of the technology that supports the web applications. Recommend software and hardware for website(s).
  5. Compile and analyze website utilization statistics.
  6. Perform other duties as assigned.
- **Periodic:**
  1. N/A

## Education

Required	Preferred
Associate's degree from an accredited institution.	Degree in graphic arts or a computer-related field.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Knowledge of HTML, CSS, and other web authoring languages and graphic design software. Basic knowledge of computer programming techniques and computer languages.	N/A
Ability to troubleshoot hardware and software problems and utilize creativity and problem solving skills.	
Strong organizational skills and excellent sense of visual and structural design.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of experience in designing and maintaining web sites.	N/A

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Direct supervision from immediate supervisor.	None.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.