



**SANTA BARBARA COUNTY EDUCATION OFFICE  
Personnel Commission**

**CLASS TITLE:           DIGITAL MEDIA RESOURCES DEVELOPER**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor in Instructional Media Services (IMS), develop, plan, construct and maintain both static and dynamic websites, work closely with the IMS team, computer center staff, and educators in Santa Barbara County.

**REPRESENTATIVE DUTIES:**

1. Develop, design, and analyze needs and maintain the SBCEO Portal web application.
2. Research and resolve problems with assigned web applications.
3. Maintain a cross-platform server environment.
4. Develop and maintain relational databases. Organize, establish and maintain data management/storage and retrieval systems.
5. Maintain, troubleshoot, and manage operations of various web server applications.
6. Develop and maintain dynamic web content within the uPortal infrastructure.
7. Monitor use and performance of web applications' content and services using database statistics. Make recommendations and implement improvements.
8. Develop, plan, and perform data conversions.
9. Document all relevant procedures and actions pertaining to job duties.
10. Configure and manage PHP/MySQL-based web interfaces/applications.
11. Assist with audiovisual equipment setups for groups requesting SBCEO equipment.
12. Perform other essential job-related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Web development, including HTML Portlets, XML, RSS, and Java Script  
SQL databases  
Web technologies: Apache, Java, JDBC, and PHP  
Macintosh, Windows, and Linux operating systems and related software  
Open source systems (Linux, MySQL, Moodle, uPortal)  
Relational database software management  
Installation and operation of server operating system software

Operation, terminology and services of the Instructional Media Department  
Oral and written communication skills  
Personal computers and industry standard software applications  
Presentation technology including LCD projectors, video technology, public address systems, and videoconferencing equipment  
Processing and circulation of instructional media and materials  
Public speaking skills  
Record keeping techniques  
Statistical and financial record keeping  
Telephone techniques and etiquette

**ABILITY TO:**

Support and enhance delivery of web-based client services through the development of digital media resources  
Perform a variety of specialized duties in the configuration and maintenance of server software and other technology equipment  
Investigate and troubleshoot hardware, software, and peripheral malfunctions  
Serve as technical resource to contracted school district personnel concerning digital media resources  
Organize, establish, and maintain a data management, storage and retrieval system for digital media resources  
Research, recommend, and create digital media resources.  
Analyze situations accurately and adopt an effective course of action  
Communicate effectively orally and in writing  
Contribute to department-wide duties and events  
Establish and maintain cooperative and effective working relationships with others  
Maintain current knowledge on trends and resources in the technology field  
Maintain records and prepare reports and memorandums  
Meet schedules and time lines; plan and organize work  
Move by pushing or pulling audio visual equipment weighing up to 100 lbs. on a cart  
Operate a computer and other modern office equipment  
Perform a variety of specialized duties using a variety of audiovisual equipment  
Train others to use web based technology and audiovisual equipment  
Understand and follow oral and written directions  
Work independently and within a team environment  
Work confidentially with discretion

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in computer science or related field and three years experience with relational databases, web servers, and related applications.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbent in this class must possess a valid California Driver's license and automobile insurance required by law.

**WORKING CONDITIONS:**

Typical library, instructional media and office environment; incumbent will be subject to lifting, pushing, bending and stooping.

**APPROVED BY PERSONNEL COMMISSION: January 24, 2007**