Job Description

POSITION TITLE: **User Interface/User Experience (UI/UX) Specialist**   **#2454**
                                                  CodeStack
                                                  Office of the Superintendent

SALARY PLACEMENT: **Classified Salary Schedule**
                                                  Range 37

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:
Possess an Associate of Arts Degree with a concentration in web development, graphic design or computer related technology; or equivalent two years' experience in web design, user interface design, user experience design or graphic design.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:
Possess a Bachelor of Arts Degree with a concentration in web development, graphic design or computer related technology.

CREDENTIALS AND OR SKILLS AND ABILITIES:
Knowledge of methods and procedures of operating electronic computer equipment. Ability to use the following software, applications, and languages: Adobe XD, Adobe Photoshop, HTML, CSS, SASS, Bootstrap. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:
Under the general direction of the CodeStack Multimedia Coordinator IV, gather system requirements, design wireframes and develop working prototypes for web and mobile applications. Convert prototypes to HTML layouts utilizing Bootstrap, HTML, CSS and SASS.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:
1. Operate computers and other related equipment.
2. Utilize correct English usage, spelling, grammar and punctuation.
3. Communicate effectively in written and oral form.
4. Establish and maintain effective work relationships in the performance of required duties.
5. Maintain all files and supporting documentation.
6. Monitor system "TO DO" list for purposes of understanding timelines and deadlines.
7. Create wireframes for our web systems.
8. Plan and implement new designs.
9. Design high fidelity prototypes with micro interactions.
10. Write HTML, CSS, SASS and Javascript.
11. Design print and motion graphics.
12. Take photos and videos of events.
13. Perform other duties as required.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment, and use a telephone.

3. See and read a computer screen and printed matter with or without vision aids.
4. Speak, hear and understand speech at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in a standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.

2/7/2020 final sc