

Job Title:	Human Resources Graphics Web Specialist	Wage/Hour Status:	Hourly
Reports to:	Certification, Web Coordinator	Pay Grade:	307
Dept/School:	Human Resources	Date Revised:	January 11, 2022

Primary Purpose

Provide computer graphic and web support to the Human Resources Department.

Qualifications**Education/Certification**

High School Diploma/GED or High Education from an accredited institution of higher education

Special Knowledge/Skills

- Demonstrated ability to effectively communicate with district employees and public
- Ability to create graphic publications
- Knowledge of Adobe Creative Cloud to include Adobe Photo Shop, Illustrator, InDesign, and Premier Pro
- Knowledge of Microsoft applications, including but not limited to, Microsoft Word, PowerPoint, and Excel
- Knowledge of typesetting and printing process
- Knowledge of Basic HTML and Coding
- Ability to read, and communicate effectively (verbal and written)
- Ability to maintain a high degree of accuracy and attention to detail

Experience

One (1) year experience in designing, developing, and maintaining websites

Major Responsibilities and Duties

1. Design and typeset publications, district forms, manuals, handbooks, etc., (both digital and print media).
2. Take and upload photographs for department events.
3. Collaborate with Community Engagement Department in finalizing publications.
4. Update the Human Resources Department publications.
5. Review and make-ready work for accuracy and present work to immediate supervisor for final approval.
6. Assist with the design of district booths and displays.
7. Work cooperatively with administrators in district to develop specialty publications.
8. Assist in selection of paper and ink or special printing effects related to specific job.
9. Manage the Department of Human Resources website and social media.
10. Maintain the Human Resources Department's social media efforts that highlight the hard work of employees.
11. Support the goals and objectives of the school district and follow district policies.
12. Provide optimal customer service to employees and any other stakeholders of the district.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.