

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.

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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

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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 23, 2007**