

Employment Opportunities

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Web Design Specialist – Temporary

(Program Assistant II)

- Status:** One part-time temporary position
- Department:** Oregon Zoo
- Work location:** 4001 SW Canyon Rd, Portland, OR 97221
- Salary, pay range, pay:** \$16.83 per hour
This position is not represented and is non-exempt
- Extended application deadline:** February 16, 2010, 5:00 p.m.

Position summary

The Web Designer helps design, produce and maintain various Oregon Zoo web sites, pages and applications; works on the main Oregon Zoo site; and contributes to the zoo's overall web communications strategy and special projects. The person in this position functions as one of the Oregon Zoo's user-experience experts, helps develop and maintain web site style and accessibility standards, and trains and supports staff in the use of the zoo's content management tool. This position reports to the Director of Marketing.

The ideal candidate will have

- Good knowledge of current web-design trends and techniques, and experience with database-driven, dynamic web sites. Some knowledge of design for mobile platforms would be a plus.
- Work samples displaying user-centered design.
- At least one year of experience producing table-less (CSS-styled), XHTML, standards- and cross-browser-compliant sites with clean, graceful markup.
- Familiarity with information architecture and user interface design, processes and products, including site maps, wireframes and functional flowcharts.
- Experience working in a communications/public-relations environment.
- Extensive experience working on a Mac platform and familiarly with PC platform. Should have a familiarity with basic file management practices and networking.

Essential duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Creates design prototypes, including graphic design, site navigation and layout of content for the main Oregon Zoo web site, the zoo's intranet and a variety of zoo sub-sites.
- Ensures that the layout of the content is accessible and logical; recommends improvements if necessary.
- Performs maintenance and updates to existing web pages.
- Ensures that the Oregon Zoo web site and its tools conform to international standards and are universally accessible.
- Works closely with web application development teams to ensure that design specifications are implemented; supports the development of dynamic, database-driven web applications.
- Serves as one of the communications liaisons and web-design and user-experience experts on the interdepartmental web development team.
- Helps maintain and develop Oregon Zoo's content management tool and training program.

Minimum requirements

High school diploma or GED and two years of directly related work experience; or any combination of experience and education that provides the applicant with the knowledge, skills, and ability required to perform the job. Bachelor's degree and training in Web Design and Development or Interactive Media strongly preferred.

Knowledge, skills and abilities:

- Good knowledge and proficiency in XHTML and CSS, and of digital image creation and manipulation and/or illustration with Adobe Creative Suite tools (Photoshop, Flash, Illustrator, Fireworks, InDesign).
- Skill using Adobe Dreamweaver and/or Eclipse IDE (or similar tools) for working with markup and code and administering web sites.
- Knowledge and demonstrated experience with cross-browser (IE, Firefox, Safari, etc.) and cross-platform (Windows, OSX, Linux, etc.) issues, testing and workarounds.
- Some knowledge of JavaScript and dynamic HTML (or Ajax); experience with Adobe Flash and Actionscript is a plus.
- Knowledge of structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Familiarity with federal Rehabilitation Act Section 508 information technology accessibility guidelines for people with disabilities.
- Skill in the use of computers, some networking and file management knowledge, and experience with software related to presentation and project management.
- Excellent written and oral communication skills.
- Ability to plan and design projects including program objectives, procedures and evaluation techniques.
- Ability to work in a team and to communicate in a clear way.
- Ability to communicate effectively with small and large groups.
- Ability to pay attention to detail, provide excellent customer-service and use creativity in problem solving.

To apply, submit the following:

1. Resume, including dates of employment.
2. Cover letter describing your experience as it directly relates to the duties of this position.
3. Metro standard application form
4. Responses to the required supplemental questions listed below.

Required supplemental questions and information:

All applicants must submit a response to each of the following in a separate document.

1. Describe, in some detail, an example of your experience managing a project.
2. What do you consider to be the gaps in your skills and experience for this position, and what would you like to improve on?
3. Please rate yourself on a scale of 1 - 5 on the following skills. A rating of 1 means no experience or skill, 2 means some familiarity, 3 means some training and/or work experience, 4 means a few months or more of experience and expertise, 5 means a high level of experience and expertise.
 - XHTML
 - CSS
 - Photoshop
 - Flash
 - Illustrator
 - Content Management Systems
 - Javascript
 - Project Management
 - XML/AJAX/DHTML
 - Mobile Platforms

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro positions. Applicants seeking veterans' preference must complete and submit a Metro Veterans' Preference form and submit qualifying documents with their application materials. See form for details.

Submit your application

Deadline: 5 p.m., February 15, 2010

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

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