**Definition of Class**
This is a supervisory position in which the incumbent leads a team of web designers who conceive web designs and execute brand messages in digital media; advises on computer problems requiring knowledge of software and hardware interactions, performs diagnostics on departmental computers, purchase of new equipment; and supports the development and maintenance of network systems within the department. This position reports to the Director of Printing and Creative services.

**Examples of Work Performed**
Assigns projects to designers, tracks designer progress and reviews final product.

Interacts with clients to determine needs and technical requirements. Ensures publications are in accordance with clients’ requests, budgets, and deadline requirements.

Creates complex web designs using a variety of software. Prepares and maintains University web sites and other digital media (e-newsletters, e-blasts, flipbooks, etc.)

Communicates with clients to ensure publications are in accordance with clients’ requests, budgets, and deadline requirements.

Serves as lead in the use of computer hardware and software. Advises management on computer problems and purchase of new equipment, software, and/or hardware.

Works with manufacturers and vendors to determine costs, specifications, and functional requirements of network equipment.

Monitors network systems to ensure that networks are functioning within design standard; makes adjustments as necessary to optimize performance or repair a fault.

Diagnoses and corrects computer software and hardware problems and failure.

Monitors operations and performs necessary maintenance to department network systems to ensure system integrity; coordinates and performs diagnostic testing of departmental computer software; coordinates repair; troubleshoots office computer problems.

Provides technical assistance, training, and support to department staff in the use of hardware and software.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides supervision and guidance web designers who conceive web designs and execute brand messages in digital media.

2. Oversees design preparation of University web sites and other digital media.
3. Develops, installs, and maintains computer programs and network systems for department.
4. Stays abreast of web based technologies and techniques.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stand or walk.

**Experience/Educational Requirements:**

**Education:** Bachelor’s Degree in graphic design or a related field from an accredited four-year college or university.

**AND**

**Experience:** Four (4) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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