

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT-TERM CLASSIFIED POSITION

JCN: 102
HOURLY
NON-EXEMPT

APPRENTICE – USER INTERFACE/USER EXPERIENCE (UI/UX)

BASIC FUNCTION:

Under the direction of the Senior Director, Application, Development and Support and assigned personnel, contribute to the design and development of digital products and services at the Office the Fresno County Superintendent of Schools (FCSS); perform entry-level assignments in a supported learning environment to develop skills and knowledge of the design process; use creativity and insights to contribute to real-world projects, which will equip the apprentice with necessary skills and knowledge to apply and secure future employment and progress successfully in a career.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Actively participate in an individualized development plan, as assigned.
- Collaborate with the programming, design team and end users to create visually appealing and intuitive user interfaces.
- Contribute to the overall improvement of the user experience across the FCSS' digital products.
- Create wireframes, prototypes, and high-fidelity mockups for software applications.
- Participate in design critiques and contribute to the improvement of design solutions.
- Stay abreast of industry trends and emerging design technologies.
- Work closely with software developers to ensure seamless implementation of design concepts.
- Attend and participate in a variety of assigned meetings, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation may be required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Strong understanding of UI/UX principles and design best practices.
- Proficiency in design tools such as Adobe XD, Sketch, Figma, or similar applications.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.

- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

ABILITY TO:

- Collaborate with the design team to create visually appealing and intuitive user interfaces.
- Conduct layout adjustments based on user feedback.
- Create functional and appealing features that address end user needs.
- Create original graphic designs (e.g. images, sketches and tables).
- Develop UI mockups and prototypes that clearly illustrate how sites function and look like.
- Follow instructions and learn new tasks.
- Identify and troubleshoot UX problems.
- Illustrate design ideas using storyboards, process flows, sitemaps or similar processes.
- Learn and take responsibility for one's own development.
- Work flexibly as part of a team.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work, as assigned.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Work confidentially and with discretion.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Sufficient education and/or experience to demonstrate the knowledge and abilities listed above.
- Provide a portfolio showcasing previous design projects or coursework is required.

LICENSURE AND OTHER REQUIREMENTS:

- Enrolled in a community college or university program.
- Valid California driver's license may be required at time of hire and throughout employment with the County Superintendent; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation may be required.
- Office and/or school facility environment.

- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 04/11/2018

Revised: 02/21/2024