



NF-3 & ABOVE VACANCY ANNOUNCEMENT

MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	WEB DESIGNER		
SALARY:	\$45,000-\$55,000 Per Annum (Salary commensurate w/exp)	SERIES NUMBER:	NF-2210-03
ANNOUNCEMENT #:	0016-10	OPEN DATE:	01/13/2010
LOCATION:	Marketing Department	FIRST CUT OFF DATE:	01/20/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Monday-Friday 8:00am-5:00pm **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report		<input type="checkbox"/> Health Card Required	
<input type="checkbox"/> Minimum Age Requirement 18		<input type="checkbox"/> Minimum Age 21 Required	
<input type="checkbox"/> Pre-Employment Drug Test Required		<input checked="" type="checkbox"/> COLA Included in Salary (subject to change)	
		<input type="checkbox"/> Valid Drivers License Required	
		<input checked="" type="checkbox"/> Resume/ Cover Letter Required	
		<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Uses knowledge of internet technologies, protocols, usability concepts like navigational aids, site architecture and web based applications to design and develop functional solutions for web pages. Determines appropriate methods and techniques to apply to assignments. Troubleshoots and uses new methods to resolve complex problems. Using a variety of reference materials conducts research for web design and development, to include investigation of tools and technologies, and makes recommendations.

Works with Marketing Director and Graphics Supervisor/Web Administrator to develop and modify designs and tools. Determines appropriate methods for delivering information via the internet. Creates applications that enhance, and meet business and technical requirements. May create web pages that enable users to access information contained on web pages. Collects and defines user requirements, and designs technical database use, layouts, navigation and other technical specifications. Develops site functionality, features, navigation and user interface and access utilizing specified web tools. Performs and implements quality control measures. Incorporates text, graphics, pictures, objects, video, sound, and all required media enhanced effects as required. Conducts site maintenance. Collaborates with Marketing Director, Web Administrator, Graphic Artists, web host and other technical staff as required to deliver products and services. Monitors programs on a regular basis, and initiates corrective action to ensure support of operating programs. Web Designer will also assist in designing messages for electronic marquees. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the Marketing Director or proper point of contact for help when problems arise. This is a white-collar position where occasional lifting up to 20 lbs may be required

QUALIFICATION REQUIREMENTS: Bachelor's Degree is preferred. A minimum of three years of progressive experience in using web graphics and art design. High proficiency in MS Windows, JavaScript, CSS, HTML and Macromedia MX to include technologies such as: Dreamweaver and Flash. Proficiency with Macintosh desirable. Working knowledge of Adobe Illustrator and Adobe Photoshop is a plus. Effective communication skills to deal with a variety of technical staff members and customers. Knowledge of requirements collection and quality assurance for solution delivery.

WHAT TO FILE: Submit a completed MCCS employment application, Resume and Cover Letter to the NAF Personnel Office. An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED BY 01/20/2010 WILL BE GIVEN FIRST CONSIDERATION.** Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies.

WHERE TO FILE: MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option.

EVALUATION AND RANKING OF CANDIDATES: All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization.

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify NAF Personnel Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.