College Web Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, responsible for the development and implementation of the electronic information architecture and technical content foundation of the college Internet and Intranet web pages. Serve as a technical Web resource and support to the various campus departments and divisions and will be responsible for creating college-centric Web standards as well as investigate, evaluate and implement new Web client technologies. In collaboration with the college faculty, administrators, marketing staff, graphic designers, district Web administrators, and departmental Web content developers, assists in the creation of policies and procedures to ensure the high quality and effectiveness of materials on the Web site. Assists the Learning Technologies Group in providing support to faculty and instructional staff and administrators involved in delivering online classes through Foothill Global Access (FGA). Contribute to the success of college marketing efforts by developing web-based marketing applications.

REPRESENTATIVE DUTIES:

1. Coordinate with the Web Administrator on the college web architecture including Internet and Intranet sites. Develop and administer the software structural foundation of the college web pages and a uniform web structure.
2. Develop and implement web software applications such as CGI scripts, databases, forms, list serves, search engines, and data collection to improve site function and user friendliness.
3. Serve as a technical advisor for college web-based media concepts, designs and implementations; participate in college and district policy committees.
4. Maintain day-to-day operations of the college web server; oversee server function and related software. Design backup and restoring procedures for web server.
5. Integrate various multimedia/web communication applications such as streaming video and audio, video conferencing, chat and bulletin board.
6. Assist the Learning Technologies staff and faculty in supporting of web-based courses, instructional web software and the implementation of online courses as necessary.
7. Maintain a server log for the college web site; develop reports for performance assessment, monitor site usage and make recommendations for improving and streamlining site structure and organization based on data collection.
8. Create, maintain and update web pages on the college site.
9. In collaboration with marketing and editorial staff, maintain and update web-based communication and information pages such as newsletters online information pages.
10. Conduct research to obtain information pertaining to application development tools, designing and developing original web-based applications and management systems for college Internet and intranet use. Research Web technology and its integration with various business and student information system applications, email, conferencing and related technologies.
11. Provide consulting services to administrators, faculty, staff and students for college web-based initiatives.
12. Stay current with state-of-the-art web site practices.
13. Other duties as assigned.
KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Project management and coordination methods.
2. HTML, Web authoring applications, PERL, JAVA, basic Photo-shop, Illustrator and web graphic skills on Macintosh and Windows platforms.
3. Prevalent web course tools such as Etudes, WebCT, Blackboard and or others.
4. The information architecture of the Internet and Intranet.
5. Basic concepts of email systems, streaming Web video systems and collaborative groupware.
6. Intranet applications and design.
7. Marketing methods and techniques using the web.
8. Multi-user operating systems, application packages, hardware, peripherals, servers, communications and networking for both microcomputers and mainframes.
9. Methods and techniques of preparing and coordinating online material and printed publications.
11. Record keeping techniques.
12. Interpersonal skills using sensitivity, patience and courtesy.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Administer or assist in the administration of various Web servers and server platforms; ability to analyze and prepare reports based on server logs.
3. Use application software and understand systems utilized for various projects.
4. Maintain current knowledge related to technological advances in the field.
5. Work independently, manage multiple projects and meet timelines and deadlines.
6. Operate various hardware and equipment, including scanners, digital cameras, printers and others.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work as a member of a team.
9. Communicate effectively orally and in writing.
10. Make presentations to groups and college governance committees.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in a technology-related discipline and three years experience in academic technologies and the development, deployment and implementation of web-based architecture and applications.
PREFERRED QUALIFICATION:

Also preferred experience with the implementation and delivery of Web-based courseware in a higher education environment, with experience in working with college faculty and other content providers using instructional and pedagogical concepts.

WORKING CONDITIONS:

1. Office environment.
2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to view a computer monitor.
4. Sitting for extended periods of time.

DATE APPROVED:
RANGE: N-65
EEO-CATEGORY: H-30