Web Administrator

BASIC FUNCTION:

Under the direction of an assigned supervisor, responsible for the development and maintenance of the information architecture and technical foundation of the District's administrative Internet and Intranet web sites. In collaboration with the designated college administrators, Web developers and technology committees, assist in the creation of policies and procedures to ensure the high quality and appropriateness of materials on the web site. Continuously research advances in web development technologies.

REPRESENTATIVE DUTIES:

1. Collaborate with College Web Coordinators on administrative web sites and documentation in terms of purpose and structure. Create and assist in preparing new material for the District and maintain existing material for the college web site.

2. Interface with campus Marketing departments, District, faculty, and student web sites including admissions and registration, course schedules, and student services.

3. Monitor the college’s web presence, including the positioning of key information for search engines and directories access.

4. In collaboration with the college technology committees, assist in the creation of policies and procedures governing the posting of material to the college web sites. Ensure that established technical requirements are observed. Meet regularly with the college web and technical committees to ensure that the college web sites are appropriately managed.

5. Administer college web servers, including back-ups, search engines, logs, documentation, and other responsibilities as assigned.

6. In collaboration with the college web standards committees, establish design and access standards and procedures to ensure continuity of campus and district web content and site availability for students with special needs.

7. Coordinate the work of assigned staff; oversee relations with outside vendors of web services.

8. Continuously research web technology and its integration with various business and student information system applications, e-mail, conferencing, newsgroup and related technologies. Stay current with state-of-the-art web site practices, including graphic presentation, interactivity, web marketing, server performance and other relevant areas, and serve as college resource to provide guidance and support in those areas.

9. Maintain a server log for the District web site(s); develop reports for performance assessment, recruitment information, and other purposes.

10. Work with staff to design, implement and upgrade web based or web enabled applications for Intranet and Internet environments, including web interfaces to legacy systems.

11. May assist the Learning Technologies Staff and faculty in the support of web enhancement of courses.

12. Provide consulting services to students and District staff on web-based initiatives.
13. Enhance the presence of the District by creating relationships with third party vendors, community organizations, and local businesses to promote campus programs and business opportunities utilizing web-based technologies.

14. Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Project management and coordination methods.

2. HTML, web authoring applications, basic Photo-shop, Illustrator and web graphics skills on Windows95, Windows NT, and Macintosh platforms.


4. Basic concepts of e-mail systems, Internet news, web based conferencing systems and collaborative group-ware.

5. Multi-user operating systems, application packages, hardware, peripherals, servers, communications and networking for both microcomputers and mainframes.

6. Modern office practices, procedures and equipment.

7. Oral and written communication skills.

8. Record-keeping techniques.


10. Technical aspects of field of specialty.

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, such as Netscape Enterprise and Apache, on Unix and Microsoft platforms; ability to analyze and prepare reports based on server logs.

3. Use application software and understand systems utilized for various projects.

4. Operate computers and peripheral equipment properly and efficiently.

5. Communicate effectively both orally and in writing.

6. Establish and maintain cooperative and effective working relationships with faculty and staff.

7. Meet schedules and timelines.

8. Plan and organize work.
9. Maintain current knowledge related to technological advances in the field.

EDUCATION AND EXPERIENCE:

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

PREFERRED QUALIFICATIONS:

Experience with the implementation and delivery of web-based courseware in a higher education environment. Experience working with college faculty and other content providers using instructional and pedagogical concepts.

WORKING CONDITIONS:

ENVIRONMENT:

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-68
EEO-CATEGORY: H-30