

Administrator, Web

FLSA Status: Exempt

Pay Grade: 18

Job Title ID: 19106

Job Series/Job Family: Information Technology Series / Applications Family

Reports To

Executive Vice President or Executive Director

Job Purpose

To analyze, design, develop, and implement web-based computer applications and assigned areas of the websites for the President's Office, College Operations departments; or Public Information & College Marketing.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Develops and designs web pages for web applications that support office of the President of the College, College Operations departments, or the Public Information & College Marketing department..
2. Performs analytical and technical work that includes planning, developing, programming, maintaining, and improving web-based applications.
3. Troubleshoots web sites, and updates web site content, links, and web templates.
4. Designs and documents interface features for web applications.
5. Provides recommendations in relation to website navigation, usability, and accessibility.
6. Designs and develops user reports as required.
7. Assists in insuring compliance with all standards relating to security and data protection.
8. Supports relevant staff regarding the functional use of in-house systems.
9. May lead, support, manage, and supervise the daily workflow of web production staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Web page design and development.
- Database design and interface programming.
- Report programming
- Current standards in relation to security and data protection.
- Processes for monitoring and troubleshooting web services.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effective using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Designing and developing web pages that meet the President's requirements.
- Report and database interface programming.

- Creating a visually appealing web presence that conveys information in a customer-friendly way.
- Reviewing web information and design pages and implementing corrections and/or updates as required.
- Providing support to administrative staff regarding the functional use of in-house systems.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, query and control languages, programming languages, and database systems.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years work experience designing and maintaining web pages and programs.

Preferred

- Experience with programming languages such as PHP, Java or ASP and/or HTML, Dreamweaver, and/or Cascading Style Sheets.

Education

Required

- Associate's degree, or educational equivalent, in information technology, computer science, computer information systems, management information systems, or a related field with 15 hours of programming courses or a minimum of 2 years of related work experience in lieu of education.

Preferred

- Bachelor's degree in related field.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.