CLASS TITLE: WEBMASTER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator and in coordination with technical personnel, coordinate, develop, operate and maintain all college web services; provide support for faculty and staff for instructional and/or administrative uses of web services; train faculty and staff in information posting techniques; provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

Design, develop, operate and maintain the District's internet and intranet websites and all college web services using the District's standard tools, methods and systems, in consultation with technical personnel and other appropriate parties. *E*

Evaluate, recommend, and install hardware, web server and related software; maintain, operate and secure all campus web servers. *E*

Work with department chairs and other faculty and staff to develop, maintain and update department web pages and to understand needs for the development of web-based instructional tools that are developed.

Develop and/or write programs to deliver instructional, student support and administrative services, including but not limited to assisting with the implementation of online student learning and student support services applications. *E*

Develop database oriented information delivery mechanisms to support posting material on the web; develop style guidelines for graphics and logos, color schemes and backgrounds; develop templates for use by faculty, that can easily import their desired course content without compromising their content area expertise; assure that all accessibility standards for the disabled are met. *E*

Provide interfaces between web services and other computer-based information services. E

Prepare and present reports as necessary. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Markup language including Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) and Extensible Markup Language (XML).

July 2006

Internet protocols including Hypertext Transfer Protocol (HTTP) and File Transfer Protocol (FTP).
Indexing and search methodologies, compression and encryption standards, streaming video and audio methods, and videoconferencing.
Server-side programming/scripting, including PERL, Common Gateway Interface (CGI), PHP Hypertext Preprocessor, Active Server Pages (ASP), and Cold Fusion.
Client-side programming/scripting including JavaScript, Java Applets, VBScript.
Web server administration including Apache, Netscape Enterprise, Microsoft Internet Information Server (IIS).
Database systems including Relational Database Management Systems (RDBMSs) and Structured Query Language (SQL).
Graphics creation tools including graphics, multimedia, publishing animation, and web development software such as Photoshop, PageMaker, Illustrator, Corel Xara, Xara d-D, or equivalents.
Operating systems including Netscape and Microsoft Internet Explorer.
Online classroom software/environments including Blackboard, WebCT.
Networking, including TCP/IP protocol suite.
Current knowledge of technological advances in the field.
District organization, operations, policies and procedures.
District's standard tools, methods and systems.

ABILITY TO:
Design, develop, operate and maintain the District's internet and intranet web sites.
Maintain, operate and secure all campus web servers.
Evaluate, recommend, install hardware, web server and related software.
Develop and/or write programs to deliver instructional, student support and administrative services.
Develop database oriented information delivery mechanisms to support posting material on the web.
Develop style guidelines for graphics and logos, color schemes and backgrounds.
Develop templates for use by faculty.
Provide interfaces between web services and other computer-based information services.
Prepare and present reports as necessary.
Troubleshoot problems with the web server hardware and software.
Maintain current knowledge of technological advances in the field.
Work effectively as a team member.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Maintain documentation and records.
Handle multiple assignments simultaneously and set priorities based on internal customer needs.

July 2006

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree and three (3) years experience in web site development and maintenance. Bachelor's degree in MIS, CIS or Computer Science and experience in web design or e-commerce are preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIORNMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to walk, stand, sit for extended periods of time; speak and hear to communicate with internal and external personnel; use hands and digits to type or handle materials; bend at the waist, kneel or crouch to work on computer equipment; and view a computer monitor for extended periods of time. The employee is occasionally required to lift, up to 50 pounds, carry, push and pull equipment. While performing the duties of this job, the noise level in the work environment is usually quiet.