

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WEBMASTER

BASIC FUNCTION:

Under the direction of the Dean of Technology & Learning Services, the Webmaster is responsible for the day-to-day operation and maintenance of the college website and assures quality and integrity so that all web pages comply with appropriate policies, standards and guidelines. Duties require independent judgment and the ability to analyze facts to determine proper course of action. This position is also responsible for coordinating web features and functions with various departments and faculties in the college, monitoring web activities, continuously enhancing and incorporating new technologies into the existing web sites.

The position requires hands-on experience along with significant knowledge and background in graphical design, HTML, PHP programming language, Dreamweaver webpage editing tool, MySQL database, and Plesk website management tool.

REPRESENTATIVE DUTIES:

The responsibilities of the Webmaster need to be in sync with the evolution of web and browser technology. As the technical leader and resource person in the web technology for the college, the responsibilities include the following:

Day-to-day operation and maintenance of the college website and web server, reviewing existing web pages for accuracy and currency. Planning for regular upgrades of pages to maintain timelines of data.

Developing and implementing procedures for ongoing revision of the college website. Providing a clear focus on effective and visionary website design. Designing and implementing new web pages as needed. Maintaining proper documents for change control.

Working with members of Web Leads and assisting them in managing the contents and assuring pages and changes are referenced consistently.

Monitoring and optimizing web search engine performance and utilization; assuring pages and changes are referenced consistently.

Monitoring usage and performance of the web server, including administration of the web server users; generating regular reports related to performance and usage.

Shooting digital images for inclusion on the web page as needed.

Collaborating with administrators, faculty, staff, students on the needs of creating web pages, editing contents, and implementing new functions and features. Enable college members, especially faculty, to publish their own web pages for the academic purpose.

Providing regular status reports to Technology Council members.

Participate in committee discussions; attend technical support meetings and related events. Work with project teams consisting of student workers, faculty, department chairs, and lab technicians as needed.

Keeping abreast of current developments of WWW through continuing education, subscription to listservs, professional reading, and participation in conferences, workshops, and professional groups.

Recruiting, hiring, training, scheduling, and supervising student workers as needed.

Performing other related duties as assigned.

KNOWLEGE AND ABILITIES**KNOWLEDGE OF:**

Technological insight of computer network principles, practices, procedures and protocols; LAN/WAN topology and security; capacity and limitation of computer equipment and software.

Knowledge of relevant hardware, software applications, and techniques used in web site design, development, and maintenance.

Knowledge of system administration of Microsoft Windows XP, Vista, Server 2003, Linux, and Apache web server.

Accessibility issues for students with disabilities, including the use of software.

Network security issues regarding web server and web site implementation.

English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Learn complex technical materials and adapt in a rapidly changing technological area.

Develop college-wide web applications. Design web pages using Dreamweaver.

Implement web site functions in PHP programming language and MySQL database.

Work in both Windows and Linux environments.

Administrate web servers and ensure proper performance and accessibility.

Meet schedules and deadlines. Work independently, and under time pressure to provide required results within designated timelines.

Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Maintain effective working relationships with members in the college and outside contacts. Communicate effectively both orally and in writing with a diverse user base, including students with disabilities.

Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

EDUCATION AND EXPERIENCE: Must meet one of the following qualifications under (a) through (c):

- [a] A Bachelor's degree or higher in computer science or related field with emphasis on programming and web page design with one year of field operation experience. Experience with Windows and Linux operating systems, Apache Web Server, PHP programming language, MySQL database and Dreamweaver web page editing tool is a must.

EDUCATION AND EXPERIENCE: (continued)

- [b] An Associate's degree or higher in computer information systems and three or more years of experience with enterprise website design, construction, and support operations, as an employee at major corporations or web design and service firms. Experience with Windows and Linux operating systems, Apache Web Server, PHP programming language, MySQL database and Dreamweaver web page editing tool is a must.
- [c] An Associate's degree or higher in computer information systems and three or more years of experience as an independent consultant providing services in website design, construction, and support operations. Experience with Windows and Linux operating systems, Apache Web Server, PHP programming language, MySQL database and Dreamweaver web page editing tool Three or more years of experience as an independent consultant providing services in enterprise network management, technical support operations, and enterprise system administration.

LICENSE REQUIREMENTS: Valid California Driver's License.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a computer terminal, in the computer server room while standing in front of the computer rack, or in a meeting room while discussing issues with college personnel. Incumbents are subject to frequent contact with district and campus staff and administrators, demanding project timelines, and occasional exposure to noise from computer operations, and subject to working outside in inclement weather.

PHYSICAL DEMANDS: Eyesight corrected or uncorrected sufficient to read fine print. Speech sufficient to speak in an articulate and understandable manner. Hearing sufficient with or without the use of a hearing aid to hear telephone conversation. Able to sit for extended periods of time. Able to stand for long periods of time; manual dexterity and coordination sufficient to operate information technology equipment; use hands and fingers to finger, handle, or feel objects, a keyboard or other repair equipment, office machines, tools or controls; reach with hands and arms, bend, stoop, kneel or crouch; able to lift, move and transport boxes that contain equipment and supplies and computer equipment weighing up to 50 pounds; drive to various off-campus District locations to conduct work.