



Position Title:	College Webmaster	Job Code:	0355-00E
Reports To:	Assistant Director	Job Group:	PEC
Department:	Office of Communications/Public Affairs	Salary Grade:	17
Prepared By/Date:	Jennifer Brito/05-08-2009	FLSA Status:	Exempt
Approved By/Date:	Theodore Levitt/02-05-2013		
Revised:	Donna French/09-06-2012		

Summary:

The College Webmaster is an integral member of the Communications team and participates in development and execution of the departmental goals. The Webmaster ensures that the College's web site serves as central resource in promoting the mission of the College and communicating effectively across a broad spectrum of College activities. This individual is responsible for prioritizing and developing content that is integrated with College goals, promotional and graphic/branding themes, and ongoing operations.

Essential Duties and Responsibilities:

- Configures, maintains, and optimizes operating system and web server software
- Provides support to campus and departmental web authors
- Oversees student orientation site and provides updates and enhancements as needed
- Collaborates with a broad range of contributors to the website
- Oversees technical staff towards the most effective technological architecture and navigation
- Remains keenly aware of key events and dates on the College calendar
- Develops applications for web directories, job listing and content management
- Assists with design and support issues for the College network
- Develops standards for contents and graphics; establishes procedures for inputting and editing
- Maintains the integrity of web links
- Serves on the Communication Department Editorial Board and Promotion Advisory Committee
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge of current technological developments/trends in area of expertise
- Knowledge of computer programming applications or analysis activities
- Possess strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to supervise and train assigned staff including organizing, prioritizing and scheduling work assignments
- Ability to direct multi-department technical and administrative staff
- Ability to write reports, business periodicals, professional journals technical procedures, or governmental regulations
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the generic public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Possess strong organizational and communication skills

- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and discipline employees; addressing complaints and resolving problems
- Ability to work with user communities of diverse backgrounds and skill levels
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

The employee must be able to lift/move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in a related field and eight (8) years of web technology experience with emphasis on systems definition and implementation; or Master's degree in related field and four (4) years of related experience of web technology experience with emphasis on systems definition and implementation
- Experience in managing Microsoft FrontPage extended servers with many sub-webs in a college environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name