**Position: Web Administrator**

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<tr>
<th>Department/Site: Information and Technology Resources</th>
<th>FLSA: Non-Exempt – (Classified CSEA)</th>
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<td>Reports to: Director, dean, or other administrator in assigned area</td>
<td>Salary Range: 42</td>
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**DESCRIPTION:**
Under the direction of the Director of Information and Technology Resources or other administrator, plan, implement, analyze, maintain, and support the district website and underlying operating systems; design and implement new and existing web resources and applications.

**REPRESENTATIVE DUTIES:**
The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Plan, implement, analyze, maintain, and support the district website and related operating systems.
- Prioritize, schedule, track, and manage new projects; assist campus departments to produce, design, develop, and implement website content, features, projects, and programs.
- Provide support for website and related applications; ensure website is accessible.
- Integrate website and the college’s administrative and academic software packages; integrate website with off-site web portals.
- Support secure electronic commerce applications, monitor website security.
- Ensure website compliance with legislative requirements as well as ensuring compliance with technical standards.
- Provide specialized technical assistance in the planning and development of new projects and systems; conduct research of new technologies and implementation strategies; recommend and implement improvements; research and plan for new website protocols and website operating system implementations.
- Provide technical support to computer operations and programming staff; serve as a resource to other College staff and provide appropriate user support as assigned.
- Establish guidelines, architecture, and documenting procedures.

May 2021
Human Resources & Equal Employment Opportunity
Prepare budget projections related to website management.

Perform related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**KNOWLEDGE OF:**

- Web authoring tools
- Server side scripting languages.
- Principles and practices for website management, troubleshooting, website security, e-commerce transactions, and databases.
- Internal operating system technology, computer operations and hardware.
- Website management software, concepts, and troubleshooting techniques.
- Web Content Accessibility Guidelines (WCAG)
- Applications programming interface (API) techniques and procedures.
- Web operating systems, and systems and network architecture, configuration, and protocols.
- Client-server technologies.
- Applicable sections of California Education Code and other related laws and regulations.
- Laws, rules, and regulations involved in assigned activities.

**SKILLS AND ABILITIES TO:**

- Plan, implement, analyze, maintain and support the College-wide web site and related operating systems.
- Design and implement new and existing web resources and applications.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Troubleshoot and isolate website problems.
- Document procedures and technical information and publish.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree in computer science or related field and two years of experience in web authoring in a networked environment.

**WORKING CONDITIONS:**

Indoor environment