Position: Programmer Analyst/Web Administrator

Department/Site: I.T.

Reports to: Director, dean, or other administrator in assigned area

Position Number: 
FLSA: Non-Exempt – (Classified CSEA)

Salary Range: 48

BASIC FUNCTION:

Under the direction of the Director, Administrative Information Systems, 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; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

- Plan, implement, analyze, maintain and support the College-wide web site and related operating systems.
- Prioritize, schedule, track, and manage new projects; assist campus departments to produce, design, develop, and implement web site content, features, projects and programs.
- Provide connection for web site and related applications; ensure web site is accessible.
- Integrate web site and the college’s administrative and academic software packages; integrate web site with off-site web portals.
- Design and implement secure electronic commerce applications; research, plan, implement and monitor web site security.
- Ensure web site 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 web site protocols and web site 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.
- Contribute to establishing guidelines, architecture and documenting procedures.
• Prepare budget projections related to the addition of hardware and software.

• Train and provide work direction to assigned staff; coordinate projects and oversee work in progress.

• Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

• Web authoring tools and HTML.
• PERL programming language.
• Principals and practices for web site management, troubleshooting, web site security, e-commerce transactions, and databases.
• Internal operating system technology, computer operations and hardware.
• Web site management software, concepts and troubleshooting techniques.
• Applications programming techniques and procedures.
• Web operating systems and systems and network architecture, configuration and protocols.
• Client-server technologies.
• Applicable sections of State Education Code and other applicable laws.
• Laws, rules and regulations involved in assigned activities.

**ABILITY 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 web site problems.
• Train and provide work direction to others.
• 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 network environment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL DEMANDS:**

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Human Resources & Equal Employment Opportunity
Sitting for extended periods of time.  
Dexterity of hands and fingers to operate a computer keyboard.  
Lifting moderately heavy objects.