

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### WEB ADMINISTRATOR

Salary Range 28

#### **BASIC FUNCTION:**

Under the supervision of the Network Manager in Information Technology Services, provide leadership and technical development in the area of Internet based technology. Collaborate with designated District personnel and committees to develop and refine policies and procedures to ensure the quality and functionality of District Internet and intranet sites and tools. Operate and maintain District Internet and intranet systems, implementing the information architecture, maintaining security, data and link management, and implementing system upgrades; train and supervise assigned personnel. Performs other related duties as may be assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Provides direction and active leadership in the development of Internet and web related policy and procedures for the District. (E)
- Represents the District and provides coordination for e-commerce and related projects associated with District web sites. (E)
- Develops, implements and administers applications that utilize existing data from District projects and programs, including the SCT Banner database, and makes such applications or data available via Internet or intranet based tools. (E)
- Develops and manages data access programs, database interfaces and utilities (such as web payment gateway software and SCT Banner Web modules) to ensure availability of live accurate data, services and processes for District Internet and intranet users. Ensures or coordinates synchronized and regular updating of data to maintain information currency. (E)
- Maintains College e-mail and calendar server systems. (E)
- Maintains College intranet. (E)
- Ensures general server software is installed and upgrades are installed and maintained. (E)
- Works with Network Manager to ensure network is secure by firewall configurations and antivirus programs. (E)
- Works with Network Manager to ensure network infrastructure installations and upgrades. (E)
- Works with District Internet content developers and cooperates with District departments or committees to enhance the functionality and maintain/improve the quality of District web sites and Internet based tools. (E)
- Develops and upgrades Internet based applications in order to improve functionality and to provide higher levels of service to the District. (E)
- Provides utilities to allow updating of District data via web-based forms, ensuring secure data entry. (E)
- Works with the Network Manager to facilitate implementation, operation and management of Internet and intranet components of the District network; administers District Internet servers as required, including account management, directory structure, server applications, FTP and web server administration. (E)
- Provides reports to determine accuracy and currency of District web site links, to identify traffic patterns and to determine potential problem areas in the information architecture of District web sites.
- Provides, coordinates or facilitates training and technical support for faculty and staff in the areas of HTML, web development and web site accessibility.
- Acts as a central technical resource for Internet related issues, questions and information. (E)
- Documents technical guidelines for District Internet and intranet development. (E)
- Works with the Access Technology /Alternative Media Specialist to ensure web site compliance with ADA legislature, and to educate and advise content developers and site designers regarding web site accessibility considerations for persons with disabilities. (E)
- Monitors operation of computer equipment, software applications and Internet technologies to assure proper execution; identifies operational and equipment problems and confers with other District staff and vendors

to identify and correct problems; runs standard diagnostic procedures to identify equipment and software problems; and tests the operation of new and modified hardware and software configurations. (E)

- Maintains knowledge of current trends and developments in Internet technology.
- Provides recommendations on the purchase and configuration of Internet technologies.
- Performs a wide variety of technical projects as needed and/or required by the College.
- Creates instructional documentation and materials to ensure various processes are carried out smoothly and accurately.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from college with a Bachelor's Degree in computer science or related fields and experience directly related to the duties and responsibilities of the class.

**KNOWLEDGE OF:**

Web content development methodologies, strategies and requirements.

Current trends and developments in Internet technology.

Oracle applications and UNIX.

Basic computer application documentation techniques.

Web page development.

Operating system and standard application programs employed on a variety of computers, including Windows-based systems and Macintosh systems.

Concepts of distributed computing and telecommunication.

Programming languages, including HTML and XML.

System requirements analysis and documentation.

Distance education tools, development and practices.

Techniques and practices in utilizing standard software applications including word processing, database, telecommunications, graphics, Internet, e-mail and spreadsheet software.

Basic record-keeping techniques.

**ABILITY TO:**

Communicate effectively orally, in writing and via Internet based formats.

Establish and maintain effective working relationships with faculty and staff.

Provide supportive guidance and training to others.

Plan and organize work to be able to effectively meet timelines.

Work independently and confidentially.

Analyze campus-wide Internet and intranet technology needs.

Read and interpret computer hardware and software installation and maintenance instructions and other detailed and precise written and oral instruction.

Configure software to appropriate hardware.

Perform basic diagnostic checks and take appropriate corrective action.

Design, develop and implement web pages.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** No permanent full-time staff to supervise. However, this class, by the nature of the duties and responsibilities is required to provide technical guidance and training to other employees demonstrating work methods.

**CONTACTS:** Co-workers, other departmental personnel, vendors, instructors.

**PHYSICAL EFFORT:**

Sitting for extended periods of time

Reaching in all directions

Bending and twisting

Lift and carry 25 pounds

**WORKING CONDITIONS:**

Normal office environment.