HARTNELLCOLLEGE

Position: Web Administrator	**Position Number:**
Department/Site: Information and Technology Resources	**FLSA:** Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	**Salary Range**: 42

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.

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