

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

WEBMASTER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, perform technical support for the design and maintenance of the College or District website and develop database-driven web applications.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Design, manage, and maintain the College or District website and develop database-driven web applications.
2. Deploy new web page technologies.
3. Provide technical and design support for College faculty and staff in the development of web pages.
4. Provide training to College faculty and staff in web page design.
5. Work collaboratively with faculty, staff and administration in the technical implementation and maintenance of the College or District web pages.
6. Confer with users, potential web page owners, vendors and staff about programming and web design and content needs.
7. Create original designs and concepts; interpret policies and regulations which apply to the work.
8. Design databases as necessary.
9. Provide liaison with District ITS staff and College faculty and staff regarding links to program-specific and area-specific web pages.
10. Ensure that all College web pages are accessible to students with disabilities.
11. Stay current in technologies related to web page design, graphic arts and multimedia.
12. Provide support to faculty and staff for any technical issues that arise regarding the website.
13. Demonstrate an attitude of service toward those who come in contact with the service area.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Advanced web technology, web programming languages, databases, web application development, graphic design, and trends in information technology.
2. Advanced web design principles, practices, trends and techniques.
3. Software and programming languages used to design and maintain web pages.
4. Computer software, network client support, and web technical assistance.

Ability to:

1. Develop attractive, user-friendly websites and user interfaces.
2. Adapt to changing technologies and learn functionality of new equipment and systems.
3. Coordinate and work with multiple projects with similar completion timelines.
4. Troubleshoot hardware, software and equipment configuration problems.
5. Develop database-driven and/or session based dynamic web applications.
6. Design databases.
7. Document procedures and programs.
8. Work within budget restrictions.
9. Work independently in the absence of supervision.
10. Exercise a high degree of independent judgment to create original designs and concepts, and to interpret policies and regulations.
11. Work cooperatively with other departments, faculty, and staff.
12. Confer with users, potential webpage owners, vendors and staff about programming and web design and content needs.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish and maintain effective working relationships with those contacted in the course of work.
15. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to completion of a Bachelor's degree in computer science or a related field.

Experience:

Two years of increasingly responsible web design and web development experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

4/17/01;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical - Paraprofessional