Position:	Website Coordinator	Position Control:	
Department:	Information Services	Position Class:	
Gives Direction:	Director of Information Services	Unit:	Classified
Direct Supervisor:	Director of Information Services	Salary Range:	33
Next Level Supervisor:	--	Hours per week:	40
Educ. Admin.:	Superintendent/President	Months per year:	12
Date Established:	March 2017	FLSA Exemption Status:	Non-Exempt

DEFINITION

Under general supervision of the Director of Information Services, performs highly technical, specialized, developmental, organization, and management on the college Amazon web server and local micro websites. Assist faculty with web page development, assist in online forms development. Provides documentation and prepares assorted reports for the college.

CLASS CHARACTERISTICS

Employees in this class must have an understanding of web development, administering websites; experience using web languages such as Java, Java-script, WordPress, HTML, XML, SQL, PHP or ASP or combination. Web forms for applications or surveys.

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Assist the Public Information Committee with the implementation of college branding standards and compliance with Section 508 standards.

Organize, implement and maintain college website.

Perform layout and design of graphics and text in various formats.

Assist with faculty and staff development of multimedia displays for website or student portal presentations meeting district and Section 508 standards.

Develop statistical and usage reports for committees on website organization and placement.

Assist in providing general web based support for faculty and students.

Manage website OS and Platform using Amazon Console.

Performs other related duties as requested or assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education: AA/AS degree in computer science, communications and/or art or the equivalent.

Experience: Evidence through recent job experience or education an understanding of web development. Knowledge of administering websites and procedures with the ability to enter and retrieve website analytics. Experience with web languages such as Java, Java-script, WordPress, HTML, XML, PHP or ASP or combination. Evidence through job experience of increasing levels of responsibility. Knowledge of Section 508 Standards for ADA compliancy. Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Desirable Qualifications

Two (2) years of experience in knowledge of administering websites and procedures with the ability to enter and retrieve website analytics. Experience with web languages such as Java, Java-script, WordPress, HTML, XML, PHP or ASP or combination. Evidence through job experience of increasing levels of responsibility. Knowledge of Section 508 Standards for ADA compliancy.

Personal

Ability to communicate effectively in a technical and pleasant manner with district staff.
Work independently and exercise discretion in decision making.
Maintain cooperative relationships with those contacted in the course of work.
Ability to communicate effectively with tact and diplomacy.

Knowledge of

Organizational and planning methods.
Computer applications and programming.
ADA compliance in website programming and presentations.
HTML, PHP, CSS & Java Script programming languages and web browsing software.
Website organization.
WordPress
Photo editing programs.
General visual design for web design usability.

Ability to

Analyze situations and develop course of action.
Work with District committees, task forces and teams.
Establish and maintain cooperative working relationships with others.
Follow oral and written instructions.
Plan, organize and implement.
Communicate orally and in writing.

ENVIRONMENT

A community college serving a diverse student population. The Information Services department provides accurate and timely service to administrators, faculty, staff, students, instructional and administrative departments, vendors and Federal and State reporting agencies. Ensure that websites for instructional programs and departments are operating at optimal service levels at all times.

WORKING CONDITIONS

Assignments are typically 40 hours per week and 12 months per year. Work schedule will vary and may require over-time, evenings or weekend hours. Work is generally performed indoors.

PHYSICAL REQUIREMENTS

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Stand for long periods of time.
6. Ability to lift and carry 25 pounds such as paper and reports.
7. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

SUPERVISION

Supervision is received from the Director of Information Services.