Website Administrator

Position Title: **Website Administrator**
Department: **Information Technology Services**
Reports To: **Information Technology Manager**
FLSA Designation: **Exempt**
Date Written/Revised: **August 2018**

POSITION SUMMARY:

Under general supervision, provides administrative and technical management of all facets of the principal university web site, consisting of a comprehensive range of associated web pages. Develops and implements overall policies and procedures for web site structure, format, and usage, and promotes participation in and use of web activities. Leads and supervises the activities of any web development staff and other support staff, as appropriate

ESSENTIAL FUNCTIONS:

List job responsibilities/functions here:

- Develops and implements concepts, policies, and standards for the operation of the web site, within overall goals and parameters established by senior management of the organization; designs consistent methodologies for the development of internet resources across the organization.
- Coordinates, integrates, and manages information contributed to the web site; establishes template formats and logical structures for web pages, as appropriate; may guide and assist contributors with editorial and publishing-related issues, as appropriate.
- Performs short- and long-term strategic planning of the integrated Internet resources for the organization.
- Identifies training needs, and prepares and delivers technical training to contributors and others on the use of authoring language, conversion tools, and other web site methods and techniques, as appropriate.
- Performs ongoing evaluation of web site software and hardware to ensure the continued and future effectiveness and efficiency of the web site.
- Establishes and maintains web site directory structures, configuration files, and content files; oversees the testing and troubleshooting of web site systems and applications software and hardware.
- Evaluates, recommends, and administers Internet search systems and programs; designs interactive authoring language forms to support on-line information exchange.
- Instructs, assigns work, and functionally supervises staff and/or student employees engaged in similar work activities.
- Serves on various policy and operating committees and provides technical coordination and leadership to other web site developers within individual operating units across the organization.
- Performs miscellaneous job-related duties as assigned.

SECONDARY FUNCTIONS:

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the staff based upon the particular requirements of the University.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of established programming procedures and programming languages such as ASP, PHP, HTML, Javascript, CSS, etc.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of the principles, procedures, and standards of integrated web site structuring and design.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to develop and implement strategic plans and programs in area of expertise.
- Ability to provide technical training to staff and/or students in area of expertise.
- Ability to communicate effectively, both orally and in writing.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Knowledge of current alternatives in available web site software and hardware.
- Knowledge and understanding of Windows and/or related distributed operating systems.
- Knowledge and understanding of electronic filing systems and document archives.
- Knowledge and understanding of Microsoft SharePoint Services.

Advanced knowledge and understanding of Internet web server and supporting technologies such as Microsoft Internet Information Services, Apache, MySQL, SQL, Access etc..

ORGANIZATIONAL RESPONSIBILITY:

No Direct Reports

QUALIFICATIONS:

Education:

Bachelor Degree preferred, or 3-5 year's work experience.

Experience:

Skills include interpersonal, organizational, and writing skills. Must be very detailed-oriented.
Must have a good sound judgment of decision making and be able to do multiple tasks.

Licenses or Certificates:

Additional Requirements: A background and/or credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.