

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: WEBMASTER

SALARY TABLE: 29

SALARY RANGE: 44

BASIC FUNCTION:

Under the direction of the Executive Director, Public Affairs and Communications, perform complex computer systems analysis to design, develop and implement college web-based applications; perform complex web applications analysis and programming; design, write, test, install, maintain and enhance systems to assure proper web operation; interact with District faculty and staff to determine internet and intranet requirements, needs and desired output; work effectively with the District Information Technology Department staff; performs related work as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide leadership and direction for the district's web-based architecture, systems design and development, operations, policies and procedures. Including state and federal accessibility requirements.

Design and develop web-based applications and management systems for district internet and intranet use. Conduct tools research with respect to systems compatibility, development needs, cost and efficiency. Integrate various web communications components (chat, bulletin board, whiteboard, video, conference, etc.).

Maintain, manage, and train users on the college content management system, college and site management software.

Generate usage reports on a regular basis.

Design and implement hardware and software upgrades for web-based applications.

Coordinate with the Faculty Resource Center (FRC) and User Services for training in web technologies.

Determine operating systems and database structures to be used for the district's web-based applications. Provide technical assistance for supporting instructional, student services, and administrative internets and intranets.

Assess workload implications and feasibility of new system requirements.

Evaluate the products of outside vendors to assess the use of third-party software within the district's information systems.

Complete assigned projects in a professional and timely manner, according to district standards and methodology.

Report on project status and progress as required.

Prepare documentation of computer systems and programs. Communicate with users and other information systems staff to develop a thorough and rigorous testing of software and database performance before new applications are released into production.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced principles, practices and techniques of web design and applications programming.

Advanced database design concepts.

Computer hardware systems, software applications and languages utilized by the District.

District organization, operations, policies and objective.

Principles, practices and methods of database structures, computer programming and system design.

Operation of computer mid-range and microcomputer system hardware.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Record-keeping techniques.

Computer security standards and practices.

ABILITY TO:

Design, develop, test, install, maintain and enhance computer systems to support District operations.

Analyze and develop business process flows, application designs and new solutions for college departments.

Perform and coordinate complex computer systems and database analysis and design.

Lead project teams of assigned information systems personnel for system design and coding.

Perform a variety of difficult and complex applications programming duties.

Work independently with little direction.

Demonstrate proficiency in the computer programming languages used by the District.

Detect and resolve errors in data and program structure, logic and coding.

Interact with District faculty and staff to determine requirements, needs and desired outcomes.

Write clear and concise system and program documentation.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Maintain computer security standards.
Maintain sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of Community College students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in information technology or related field and five years increasingly responsible systems analysis, design and application programming experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Seeing to view a computer monitor.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting, carrying, pushing or pulling moderately heavy computer equipment.
Bending at the waist, kneeling or crouching.
Mobility to reach various campus locations.