



COLLEGE WEB COORDINATOR, SENIOR

SALARY GRADE: [C1-70](#)

DEFINITION:

Under the direction of an assigned supervisor, is responsible the system administration, maintenance, and implementation of electronic information architecture and technical content foundation of the college Internet and Intranet web pages; administering the college's Web servers and related hardware and software: programming databases and e-commerce applications for use in the college environment; collaborating and coordinating with college and district staff as a part of the Web development team; serving as the primary technical resource for the college; providing web-based solutions, ideas, and policies to college staff, departments, and divisions; and investigating, evaluating, and implementing new Web technologies. In collaboration with college and district staff, assisting in the creation of policies and procedures to ensure quality and effectiveness and materials on the Web; providing support to faculty and staff who are developing online courses and tools; supporting the development and maintenance of instructional content management systems and databases; and contributing to the success of college marketing efforts by developing web-based marketing applications.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Oversee and manage the college web architecture including Internet and Intranet sites; develop and administer the software structural foundation of the college Web page; develop and administer a uniform web structure; collaborate with ETS.
2. Oversee and administer college Web servers and server software; in consultation with supervisor and others, establish web architecture standards; ensure college adheres to standards; participate in making recommendations to college and district staff and committees regarding server standards.
3. Maintain day-to-day operations of the college Web server; oversee server functions and related software; establish redundant back up and restoring procedures for the Web server.
4. In coordination with appropriate staff, create, develop, and program original databases and e-commerce applications; develop and implement web software applications to improve site function and user friendliness.
5. Install, configure, and maintain Internet services such as ISP accounts, listservs, newsgroups, bulletin boards, and chat groups in support of college community initiatives, functions, and online courses; integrate various multimedia/web communication applications such as streaming video and audio, video conferencing, chats, and bulletin boards.
6. Write, debug, test, and document various programs using on-line tools, languages, and utilities.
7. Serve as technical advisor for college web-based media concepts, designs, and implementations.
8. Support web-based courses, instructional web software, and instructional web services to administration, faculty, and staff, outside of services provided by Foothill Global Access and the Sakai Program, including on-line applications specific to programs, faculty and instructional web pages, and web-based tool development for student services.
9. Maintain a server log for the college web site; develop reports for performance assessment, monitor site usage, and make recommendations for site improvements and organization based on data collection.
10. Create and maintain web pages on the college web site; maintain and update web-based communications and information pages, such as newsletters.

11. Continuously research web technology and its integration with various business and student information system applications, e-mail, conferencing, newsgroup and related technologies. Stay current with state-of-the-art web site practices, including graphic presentation, interactivity, web marketing, server performance and other relevant areas, and serve as college resource to provide guidance and support in those areas.
12. Develop and oversee the instructional course management database system; oversee the operation of the schedule and catalog database systems; develop course management tools and databases, including online green sheets (syllabi), course outlines, and course portfolios.
13. Provide consultation to the college community on web-based initiatives.
14. Perform other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Project management and coordination methods.
2. Web authoring applications, languages, and web graphic skills on Macintosh and Windows platforms.
3. Prevalent web course tools.
4. The information architecture of the Internet and Intranet.
5. Basic concepts of email systems, streaming Web audio and video systems, and collaborative groupware.
6. Intranet applications and design.
7. Marketing methods and techniques using the web.
8. Multi-user operating systems, application packages, hardware, peripherals, servers, communications and networking for both microcomputers and mainframes.
9. Methods and techniques of preparing and coordinating online material and printed publications.
10. Course and content management systems.
11. Database authoring and architecture related to web-based applications.
12. Principles of training and supporting technology users.
13. Record keeping techniques.
14. Interpersonal skills using sensitivity, patience and courtesy.
15. Technical aspects of field of specialty.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Administer or assist in the administration of various Web servers and server platforms; ability to analyze and prepare reports based on server logs.
3. Use application software and understand systems utilized for various projects.
4. Maintain current knowledge related to technological advances in the field.
5. Work independently, manage multiple projects and meet timelines and deadlines.
6. Operate various hardware and equipment, including scanners, digital cameras, printers and others.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work as a member of a team.
9. Communicate effectively orally and in writing.
10. Make presentations to groups and college governance committees.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in a technology-related discipline.
2. Three (3) years experience in academic technologies and the development, deployment, and implementation of web-based architecture and applications.

Preferred Qualifications:

1. Experience implementation and delivery of Web-based courseware in a higher education environment.
2. Experience in working with college faculty and other content providers using instructional and pedagogical concepts.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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