



LEARNING MANAGEMENT SYSTEMS ADMINISTRATOR

SALARY GRADE: [C1-70](#)

DEFINITION:

Under the direction of an assigned supervisor, develop and maintain a learning management system (LMS) that meets all compliance needs and ensures security, reliability, data accuracy and integrity. Coordinate the design, development, implementation, support and maintenance of instructional information system resources. Serve as a project leader for assigned projects. Work independently in developing programs to solve complex instructional problems.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Serve as technical lead for Learning Management Systems (LMS); oversee scalability, capacity planning, system design, implementation, and administration of LMS.
2. Monitor system utilization, and provide analysis of software and hardware needs to address present and future growth patterns on an on-going basis.
3. Develop and support systems for secure maintenance of archival quality backups of LMS data.
4. Develop security standards and policies to ensure effective setup and maintenance of LMS and other web-based information systems.
5. Coordinate and oversee quarterly creation of all online courses, user accounts (faculty, student, and staff), and video streams.
6. Support, troubleshoot, address, and resolve technical problems with web-based information systems; investigate and resolve any data or system inconsistencies or discrepancies.
7. Participate in campus technology discussions, providing implementation feasibility analysis and financial planning technology estimates.
8. Maintain up-to-date understanding of emerging technologies. Engage in research and development projects.
9. Generate and maintain reports for assigned projects and systems.
10. Serve as technical liaison to ETS for campus-wide instructional technology initiatives.
11. Design, develop, implement, scale and maintain department infrastructure and custom intranet and Internet applications to meet the instructional and student support needs of the college; adhere to security, scalability, and alignment with college and district goals.
12. Write, debug, test and document distributed programs using appropriate tools, languages, and utilities.
13. Maintain current knowledge of the latest security issues affecting information systems.
14. Analyze and compare vendors and products for LMS and other department and instructional technology needs.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Learning Management Systems (i.e. Moodle, Blackboard, WebCT, etc.), open source server technologies, "LAMP" (Linux, Apache, MySQL, PHP/Perl, etc.) architecture, server scripting languages (i.e. Perl, csh, and bash, etc.), backup architecture, server uptime and security monitoring.
2. Server load-balancing; database replication, optimization, and integrity; high-availability computing, and redundant, secure, scalable content delivery.
3. Principles, methodologies, and techniques of system and application programming work including analysis, design, documentation, testing and debugging.
4. Advanced knowledge of Internet languages and tools, such as HTML, AJAX, JavaScript, CSS, and Flash.
5. Desktop and server based operating systems, such as Linux, Microsoft Windows, and Mac OS X.
6. Internet technologies, collaborative groupware, e-mail systems, SFTP and SSH, and the implications of the following on web-based learning: online instructional material, podcasting, video, animation, streaming media, etc.
7. Server Virtualization, NAS, SAN, and high capacity storage.
8. Technical aspects of field of instructional technology.

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. Install, upgrade, support, and maintain Unix and Unix-like server operating systems, including Linux and Mac OS Server.
3. Perform duties of system administration for online courses and multimedia instructional materials for both local and distributed systems.
4. Develop and maintain web content using appropriate web-based languages and tools.
5. Write scripts, programs and generate reports with web-connected databases.
6. Communicate effectively both orally and in writing with faculty, staff, and other users of instructional technology on technical and non-technical issues.
7. Design, code, compile and implement structured computer programs.
8. Test, debug, create documentation for and train users on custom programs.
9. Work effectively with individuals of widely varying technical ability.
10. Maintain current knowledge related to technological changes in the field.
11. Be responsive to user requests, using tact, patience, and courtesy.
12. Work independently and manage projects; plan and organize work - meet schedules and timelines.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in computer science, information systems or a related area
2. Three (3) years experience using various operating systems (i.e. Mac OS, Unix, Linux and Windows).
3. Development of web-based environments and extensive training in programming.

Preferred Qualifications:

1. Masters Degree in Computer Science, Information Systems or related area of study.
2. Experience with large-scale design, implementation, and delivery of web-based courseware in a higher education environment
3. Experience working with college faculty and other content providers, using instructional and pedagogical concepts.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.
3. Flexible work schedule and place.

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, instructional design aids and equipment.
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 heavy objects up to 30 lbs.

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