CLASS TITLE: WEBMASTER / SYSTEM ADMINISTRATOR

BASIC FUNCTION:

Under general direction, design, develop and implement district-wide web-based applications; perform web applications analysis and programming; design, write, test, install, maintain and enhance systems to assure proper web operation; interact with appropriate staff district-wide to determine Internet and Intranet content requirements, needs and desired output; assure user information needs are met. In depth participation with appropriate staff district-wide to design, establish, enhance and maintain Web access to critical district systems including, but not limited to, the district administrative system, Banner2000; perform general UNIX system administration tasks to ensure proper operation and control of all operating system functions; develop scripts to perform regular system maintenance and ensure a high level of overall system availability; coordinate effectively with Oracle Database Administrator in terms of proper layout and operations of database and related district client/server applications; work closely with systems analysts/programmers to ensure a secure and effective work environment as well as modification testing and appropriate change controls; work with Telecommunications Engineers to ensure overall system security and network availability; work with operations staff as needed in regards to day to day system operations; perform related work as required.

REPRESENTATIVE DUTIES:

Design and develop web-based applications and systems for district-wide Internet and Intranet use.

Design backup and restoration processes for web servers.

Integrate various web communications components (chat, bulletin board, white board, video, conference, etc.).

Work with all staff to enhance the district’s presence on the World Wide Web.

Test, maintain and manage all college web links and work with other appropriate web sites to add appropriate links to the site; generate usage reports on a regular basis.

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

In conjunction with District programming staff and database administrator, determine operating systems and database structures to be used for the college’s web-based applications.

Provide technical assistance for setting up instructional, student services, and administrative Internets and Intranets.

Develop district-wide web standards and procedures.

Assess workload implications and feasibility of new web-based system requirements.

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Evaluate the products of outside vendors to assess the use of third-party software with the college’s web-based information systems.  

Coordinate with IT training staff and college staff, faculty and management for training in web technologies.  

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.  

Ensure integration and availability of district administrative system Web modules for student information registration, faculty access, management reporting, etc.  

Enhance Web access to district administrative systems and related data for students, faculty and staff.  

Perform UNIX system administration for appropriate district office systems – UNIX, AIX, Linux and others.  

Write UNIX scripts to automate daily UNIX system housekeeping to ensure required system uptime.  

Create productive, secure and appropriate on-line work environments for all UNIX system users – operators, programmers, contract employees, others.  

Coordinate UNIX based configurations with other IT staff – Oracle DBA, others.  

Work with District telecommunications engineers to ensure secure network accessibility to systems as required.  

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and techniques of web-based computer system analysis, design and applications programming
Computer hardware systems, operating systems, software applications and programming languages utilized to implement web-based applications
Architecture and infrastructure requirements needed to support web-based applications
District organization, operations, policies and objectives
Fundamentals of UNIX system administration in a relational database environment
Script writing - identification and automation of required UNIX housekeeping tasks
Establishing and maintaining all aspects of a UNIX system in a Local and Wide Area network environment
Establishing user accounts, profiles and security in a UNIX system environment
Multiple UNIX variants – System V Rel. 4, IBM AIX, Linux, others
WEBMASTER/ SYSTEM ADMINISTRATOR (continued)

ABILITY TO:

Design, develop, test, install, maintain and enhance web-based systems to support College operations
Perform a variety of difficult and complex Web applications programming duties
Interact effectively with District IT, college faculty and staff to determine requirements, needs and desired outcome
Work in a network environment and integrate multiple operating systems and H/W platforms
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Meet project schedules and timelines

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of college in Computer Information Science or closely related field and two years increasingly responsible systems analysis, design and application programming experience in web-based applications. In addition, direct experience in system administration in a multi-system environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Lifting and stacking objects up to 50 pounds, and lifting, carrying, pushing, pulling, moving objects
Standing and walking, which may include climbing staircases
Hearing, seeing, and speaking to communicate with staff and trouble-shoot equipment
Dexterity of hands and fingers to install, operate and maintain computers, networks and related equipment