

**YUBA COMMUNITY COLLEGE DISTRICT**  
**INFORMATION SYSTEMS TECHNICAL WEBMASTER**

**BASIC FUNCTION:** Under the direction of the Director of Information Systems and Computing Technology, the Technical Webmaster will provide: the building, deployment and maintenance of all District internet/intranet products and services.

**DISTINGUISHING CHARACTERISTICS:** The Technical Webmaster will assume responsibility for the overall administration, content development and application programming projects, including static web page coding, dynamic database driven web page coding, multimedia development, and database design, as well as code and develop content that can interface with third party applications as needed.

**REPRESENTATIVE DUTIES:**

Perform setup, configuration, administration, and security of web applications and servers and provide specifications for future web server hardware as needed.

Perform setup, configuration, administration, and security of email and calendar servers.

Develop and maintain web based applications via web programming languages like XML, PHP, HTML, JavaScript, CGI, client-side scripting, ASP and other third party integration tools.

Develop websites through a structured project management process with status reports, and functional prototypes.

Setup, configure, and maintain the District portal system using SharePoint.

Assure web server(s) technical performance.

Develop project plans and oversee their implementation from concept to completion.

Establish server directory trees, segregating public and private files.

Create and/or manipulate graphics and web animation elements as needed and perform interface design and site navigation creation.

Plan, design, and implement a wide variety of user interface forms including the use of electronic signatures.

Construct web pages and web sites including graphic user interface features, web scripting, and other techniques.

Provide guidance to internal clients on web development initiatives by defining web site requirements with real world technology and compiling documentation that leads to site requirements for development.

Coordinate technical needs with network administrators and client support staff.

Compile web traffic reports from web server logs in a timely manner.

Research opportunities to publish and expand Web applications.

Maintain skills on current events in the Web Technology arena by news articles, trade magazines, website, and technical conferences and continuously learn new techniques and technologies as they pertain to web site development and administration.

Assist in gathering information and making decisions relating to site architecture.

Communicate with users to determine immediate and future needs, and develop and present plans to users and management.

Maintain and update technical libraries.

Assist with integration between web based systems and the District ERP system, Datatel's Colleague.

Provide guidance and training to other staff members regarding website development and maintenance.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Various operating systems such as Windows Server 2003 and above, Unix, Suse Linux, and OS Linux.  
Development technologies such as ASP, JSP, IIS, XML, HTML, LDAP, PHP, JavaScript, Visual Basic, VB Scripts  
SharePoint Portal technology  
Relational database models and applications  
Development of dynamic web sites using Access, SQL, My SQL, and/or Oracle  
Internet protocols, predominately Active Directory and HTTP  
Data security using SSL  
Macromedia, Adobe and Microsoft products  
Networking concepts and Internet fundamentals  
Principles and techniques of computer program systems analysis and development.  
System specific programming and job control languages  
Website management tools

**ABILITY TO:**

Independently diagnose technical problems, develop solutions and communicate effectively with users  
Independently diagnose application and operating system problems using log files  
Integrate existing web applications with backend databases (internal and external)  
Interpret and implement requirements based on laws, and regulations including those pertaining to ADA compliance  
Prepare clear and concise reports  
Communicate effectively both orally and in writing  
Maintain accurate records  
Establish and maintain effective working relationships with staff, faculty and vendors

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: BA/BS degree and two (2) years of working knowledge of server configuration & administration, protocols, design, maintenance and content management. Eighteen (18) units of computer science course work required.

**PHYSICAL REQUIREMENTS:**

Sit for extended periods of time

Stand and walk during normal course of work

Manual dexterity and eye-hand coordination

Corrected vision and hearing to normal range

Verbal communication

Reach above neck and shoulders

Occasionally lift up to 25 pounds

Occasionally stoop and kneel

Hand and finger dexterity for use of office equipment, including computer terminals and peripheral equipment, telephones and copiers

**WORKING CONDITIONS:**

Typical office environment; extensive interaction with staff, faculty, and management