

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WEB SITE COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop, implement and manage the college web site; provide assistance and technical support to faculty, staff and students in association with the web site.

REPRESENTATIVE DUTIES:

Develop and edit web pages utilizing assigned software development program; type text or insert digital text or content; proofread and edit page content including page design layout; incorporate tables, frames and graphics. *E*

Provide for proper management of the web site including importing and exporting files, file management, task management and hyperlink management. *E*

Provide training and instruction to faculty in the use of web site development software including instruction of basic computer skills and platform orientation; train faculty and staff regarding the use of scanning and digital camera equipment. *E*

Provide technical assistance in the development of web pages for various departments; assist with organizing and coordinating the compilation of data; provide technical support to on-line faculty including the diagnosis and resolution of errors or malfunctions in their web site. *E*

Create and edit graphic designs of images designed for Internet use. *E*

Manage a variety of records and files including confidential account access information, main web and sub-web site information, web site map, web page management, e-mail, task management files and others; analyze and report site statistics. *E*

Enter data into search engines to advertise the college web site; enter course information to on-line distance learning organizations to provide access to the campus on-line program. *E*

Conduct research regarding the location of various sites that the college is listed on-line to assure sites are updated and remain current. *E*

Address web site accessibility issues for disabled persons; maintain current knowledge of standards and assure compliance. *E*

Evaluate various computer software to maintain or improve the web site; make recommendations as appropriate; download and install software from the Internet according to established policies and procedures. *E*

Participate in the development and review of web site standards; address concerns related to the web site.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Page layout and design of web pages.

Use and applications of computer equipment including scanner, digital camera and printer.

Various computer software applications and web site development programs including Microsoft Front Page, Adobe Photoshop and Illustrator and HTML.

Record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

Correct English usage, punctuation, grammar and vocabulary.

ABILITY TO:

Develop, implement and manage the college web site.

Provide assistance and technical support to faculty, staff and students in association with the web site.

Operate various software programs in the development and maintenance of the web site.

Operate various hardware equipment including scanners, digital camera, printers and others.

Work with server software.

Train users effectively.

Prepare and maintain records and files.

Work independently with little direction.

Prioritize and schedule work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree in computer science, management information systems or related field and two years experience HTML programming in the development of web sites.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent 3. Often = 51-75 percent
2. Occasional = 25-50 percent 4. Very Frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
1 b. Ability to stand for extended periods of time.
4 c. Ability to sit for extended periods of time.
4 d. Ability to see for purposes of reading printed matter.
4 e. Ability to hear and understand speech at normal levels.
4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
1 g. Ability to bend and twist.
1 h. Ability to lift 10 lbs.
1 i. Ability to carry 10 lbs.
4 j. Ability to operate office equipment.
1 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.