

Director, Web Development
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Reporting to Vice Chancellor, Operations Management, the Director of Web Development provides overall leadership for the effective use of web-based technologies in support of academic and administrative communication functions of the Colleges in the Kern Community College District.

Examples of Duties

1. Responsible for district wide web standards for technical support of web systems, including the maintenance of the Content Management System.
2. Responsible for effecting and enabling the design, architecture, support and evolution of (1) district wide primary web presence, (2) Web-based administrative applications, (3) other elements of central Web-based service infrastructure such as the portal and Learning Management System, (4) departmental and divisional Web sites and applications, for both academic and administrative areas, and (5) best practices in user-centered Web interface design.
3. Respond effectively to business requirements of widely varying departments and communicate and collaborate to build effective working relationships with other IT groups that support the Web Team or are supported by the Web Team.
4. Advocate and be a resource for high standards of usability, information architecture and graphic design for Web development across the District.
5. Manage projects, budgets, and professional staff effectively.
6. Remain abreast of developments in emerging and shifting media (e.g., social networking, blogs, RSS, mobile devices,) so as to assist key College stakeholders in developing strategies related to these options.
7. Provide Internet technologies that support business strategy, improving communications, and enabling greater access to information.

Example of Duties continued

8. Manage third party vendors to ensure successful maintenance and operations of production applications. Ensure and improve the performance and availability of the web-based technology systems by driving and identifying continuous improvement efforts with our provider.
9. Other related duties as assigned.

Qualifications

Minimum Qualifications

- This position requires the completion of a Bachelor's degree in computer science or a related field from an accredited institution.
- Minimum of five (5) years of successful professional web/mobile development experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Thorough knowledge of portal systems, web-technology and web content management.

Ability to architect and implement the integration of a variety of systems and applications.

Thorough knowledge of project management, which includes the ability to define and delegate roles and tasks.

Thorough knowledge of application development methodology and system design.

General knowledge of systems. (e.g., various programming languages, database management, system architectures, relational data base theory, structured design approaches, Windows Server and Unix operating systems, etc.)

Demonstrated ability to lead teams by providing coaching, guidance, encouragement, and overall support.

Demonstrated experience with some or all: PHP, PL/SQL, MSSQL, .NET, XML, CSS, HTML, ASP, ASP.net, Java, AJAX, IOS, etc.

Knowledge and Abilities (continued)

Ability to learn and interpret rules and regulations relating to Americans with Disabilities Act (ADA) compliance requirements as related to the operations of a community college district.

Excellent analytical, written and verbal communication skills.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

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

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

8/30/11