



Job Specification

Job Title: Department Website Coordinator
BCAT Code: 461X AT
Pay Grade: G16

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Description

Develops and manages websites and servers in a department. It also provides workstation support within the department.

Job Duties/Responsibilities

- Develops and maintains main department's website.
- Maintain (upgrade and patch) department's web server.
- Provides workstation coordination and support through out the department.
- Implement new projects.
- Trains, staff, students, and faculty.
- Serves as liaison between the department and web development team.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of data processing principles, practices, and equipment in information technology.
- Knowledge of large integrated systems and event driven programs.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows and programming languages (C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum Hiring Standards

A bachelor's degree and two years of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.