



Job Specification

Job Title: Web Manager
BCAT Code: 461X CL
Pay Grade: G23

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

General Description

Provides advanced level expertise and manages the planning, development, testing, and documentation of web-based computer application programs and systems and ensures that program or system modules conform to coding standards while supervising lower skilled programmers (web specialists and web developer series) under broad supervision.

Examples of Duties

- Develops and manages the business process analysis.
- Manages the implementation of end-user requests for new or modified web-based computer programs.
- Provides leadership for large scale web-based relational database applications/projects.
- Oversees the conversion of project specifications into web-based computer codes.
- Oversees the conversion of data into a variety of formats and medium.
- Oversees the preparation of flow charts and diagrams.
- Evaluates reports, trains university staff and new programmers, and provides advanced level consultation to customers/clients.
- Formulates and implements plans to develop web-based programs.
- Oversees the testing, documentation, and quality assurance of programs
- Performs other advanced level duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of data processing principles, practices, and equipment.
- Knowledge of large web-based systems and event driven programming.
- Ability to multi-task, train staff & programmers, supervise staff, and use independent judgment.
- Knowledge of Windows, voice response systems, and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), middleware, HTML/XHTML, DHTML, CSS, RedDot CMS, Macromedia Flash, W3C standards, and 508 guidelines.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

A bachelor's degree and four 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.