



Job Specification

Job Title: Web Specialist, Intermediate
BCAT Code: 461X CE
Pay Grade: G14

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

General Description

Provides professional level support and coordination for the development, approval, and publication of web content on assigned GSU sites.

Examples of Duties

- Writes, edits, and publishes web content.
- Serves as liaison for various constituents at GSU when developing web content.
- Implements compliance with GSU style guide and/or editorial guidelines.
- Uses content management system to deliver web content.
- Implements the update (upgrade and patch) of web servers.
- Participates and implements new projects.
- Trains, staff, students, and faculty.
- Recommends the code language and focus of the web content design.
- Performs other professional level web specialist duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of data processing and web 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 operating system 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 GSU Hiring Standards

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.