

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Web Services Manager		<i>BOT Date:</i> Dec 17, 2001	
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0636	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Responsible for meeting the web services needs of the college to include managing the web server, traffic control, compliance with state and federal laws, implementing and maintaining password protected folders and implementing a search tool and a site map.

KEY RESPONSIBILITES

% OF TIME

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1.*	Works with campuses and departments in the creation, posting and maintenance of the content of their web pages.	20%
2.*	Works with Deans and Directors to set up accounts for page owners.	10%
3.*	Responsible for faculty and staff training in the use of current web development tools.	10%
4.*	Serves as liaison with the Office of Information Technology to ensure appropriate system performance and security.	10%
5.	Recommends policies, procedures, and standards for the web server environment.	10%
6.*	Responsible for maintaining a consistent look-and-feel, consistent navigation tools, and compliance with the state and federal accessibility requirements throughout the College web site.	10%
7.*	Evaluates the site on an ongoing basis, and makes recommendations to campuses and departments for changes and improvements.	10%
8.	Supervises activities of part-time and contract web page developers, as required.	10%
9.	Works with the Executive Director for Marketing and Public Relations in maintaining the primary College web site.	10%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	3 to 5 years of prior work related experience.	
<i>Planning:</i>	Plans events that are expected to occur during the year. The primary scope of planning activities affects the campus.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis or related services which impact the expense or revenues but with no authority to actually spend the budget. No impact on grants or revenue generating activities.	
<i>Impact of Actions:</i>	Moderate responsibility for making recommendations that usually affect the assigned department.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communication with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. May require regular external contacts to carry out programs.	
<i>Supervision of Others:</i>	Responsible for providing limited supervision for one or more functions within a department. Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Advanced professional skills applied at the level of a "seasoned" professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. The results generally affect several campuses.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library or computer room, and involves sitting at a desk or table with intermittent sitting, standing and stooping. Occasional lifting of 25 pounds or less may be required.	