

Seward County Community College
Structured Compensation - Job Description
Website Specialist

Data Year: 2018

Prepared On: 09/16/2018

Department:	Information Technology	Grade:	10
Reports To:	Chief Information Officer	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	J Widener	Effective Date:	12/01/2016
		Revised Date:	09/16/2018

Role:

Responsible for the daily management of all aspects of the College's main web site, portal, web database systems, local cable access channel and campus wide digital signage. Responsibilities include maintaining associated equipment, not limited to, servers, transmission systems, and display equipment.

Essential Functions & Responsibilities:

- N 55% Designs, develops and maintains all aspects of the main web site and portal, including database design and maintenance.
- N 20% Designs and updates media for local cable access channel and digital signage.
- N 15% Performs minor maintenance on media equipment as required.
- N 10% Provides assistance for PC technical support as required.

Performance Measurements:

1. To insure the College is represented with an attractive, useable, accurate and informative web site and portal
2. To serve as primary manager of the local cable access channel and campus wide digital signage
3. To insure system recovery, backup and modifications are aligned with College protocol and system wide needs
4. To promote the utilization of various web based systems with faculty, staff, students and community when appropriate
5. To troubleshoot, install software and repair campus PC's as needed
6. To remain informed and knowledgeable of all media equipment within the department
7. To effectively communicate with the administrators to insure compliance with college policies and procedures
8. To assist in preparing the annual departmental budget requests
9. To provide prompt, accurate and timely service in the production of required media
10. To maintain confidentiality of college, employee and student records
11. To create and maintain an effective and courteous relationship with staff and students
12. To maintain a professional work environment
13. To accept responsibilities as assigned by the Chief Information Officer or the President

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Knowledge and Skills:

Experience	Two years to five years of website and database design and development or related experience.
Education	Bachelor's Degree in Computer Science; Management Information Systems; Electronic Media or related field.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
Other Skills	Knowledge of server, computer and media equipment operations. Good oral and written communication skills. Proficient in web page design, management and information input.
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly. Sitting for a period of 3 hours at one time with a total of 7 hours Standing for a period of 30 minutes at one time with a total of 45 minutes Walking for a period of 10 minutes at one time with a total of 15 minutes Lifting up to 5 lbs. frequently and up to 50 lbs. occasionally Carrying up to 5 lbs. frequently and up to 50 lbs. occasionally Bending and squatting, and reaching above shoulder level occasionally Driving automobile occasionally
Work Environment	Regular exposure to favorable conditions such as those found in a normal office. Required to attend conferences and trade-shows that are related to the specific job, which will require travel, overnight stays and a high level of accountability.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature