

**JOB TITLE:** Coordinator of Web Services/Programming

**DEPARTMENT:** External Relations

**LOCATION:** Union Campus

**REPORTS TO:** Vice President for External Relations

**FLSA:** Exempt

**LEVEL:** 205

**DATE:** 12/3/19; 12/11/18 revised

**POSITION SUMMARY:** Primarily responsible for the design, development, management and security of the College website.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Master's-Degree in Computer Science, Computer Information Systems, Computer Programming or a computer related field;  
Five years of experience as a Coordinator of Web Services, Computer Programmer, Data Manager or related occupation.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Programming of elements within the CMS framework.
- Develop appropriate scripts, elements, and style sheets (CSS).
- Oversight of the content management, maintaining continuity of themes, design layouts, streamline website navigation and increase online presence of college departments and programs.
- Web application development and customization.
- Write and maintain software packages/applications.
- Systems analysis and control the use of systems software.
- Develop and maintain program code to meet industry standards, compatibility with browsers, operating systems.
- Web application development and customization.
- Design, develop, repair or expand computer programs;
- Maintain webpages, website security, components, modules and plugins.
- Assists with routine maintenance of website server.
- Monitor and automate backup processes.
- Document program development and revisions.
- Prepare workflow diagrams that describe input, output and logical operation and convert into a series of instructions in computer language.
- Serves as the liaison between the External Relations division and the College's I.T. department for website maintenance.
- Create and monitor interactive applications, forms and pages.
- Responsible for social media integration to website.
- Integrates site analytics into design workflow and routinely monitors and evaluates web traffic for efficiency.
- Take and prepare photos and videos and create graphics for optimization.
- Analyze user needs and assist/train users with development/maintenance of department and/or program pages.
- Ensures the college website is compliant with Section 508 of the Rehabilitation Act of 1973 and all web content, including web applications, web pages and all attached files, is equally accessible to people with disabilities.
- Adjustment of hours involving evening and/or weekend work may be required.
- Serve on campus-wide committees as requested.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and

education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; understanding of programs and tools related to websites for community colleges.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning. Follow technical instruction and procedure manuals to solve practical problems; and/or compose routine or specialized reports or forms and/or ensure compliance with clear guidelines and standards.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT/SOFTWARE:** Proficient in computer programs including Windows XP, Word, Excel, Outlook, Microsoft Publisher and Colleague (College database system); Proficient with HTML, CSS, Javascript, PHP, MySQL, MS-SQL; Windows IIS, Apache server, CMS, Word Press, social media, digital photography, SEO and web analytics.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting; limited exposure to excessive noise, dust and fumes; some interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to lift, carry, push, and/or pull up to 25 lbs; occasionally required to climb or balance; and stoop, kneel, crouch, or crawl; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

<p><b>NOTICE OF NON-DISCRIMINATION:</b> <i>East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.</i></p>
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