CERRITOS COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

CLASSIFICATION: Web Administrator
DATE APPROVED: 10/06/98

RANGE: 13 (Classified Management)

DEFINITION
Under the direction of the Director of Public and Governmental Relations and working in conjunction with the Cerritos College Web Site Advisory Committee, the Web Administrator manages the College's Web presence. The Web Administrator maintains and coordinates the College's web site; recommends policies and procedures regarding the design and implementation of Web pages; assures consistent graphic identity is developed and presented on the Web site; and fosters a collaborative and collegial environment for Web developers at the college. The Web Administrator is responsible for the design and content of the Cerritos College Home Page and subsidiary "official" pages. The Web Administrator works closely with Computer Services, administrators, faculty, staff and students in the creation and maintenance of Cerritos College Web Pages.

DUTIES AND RESPONSIBILITIES

1. Coordinates the work of departments, divisions and individual administrators, faculty, staff and students to produce a high quality Web presence for the College and to develop new and innovative uses of the College's Web site.

2. Ensures that the content of Web pages remains current, accurate and consistent and that appropriate links are incorporated.

3. Ensures that materials on the Web site meet the needs of the College and that those materials foster the College's mission.

4. Coordinates the work of departments and divisions to create, organize and edit materials for the Web site.

5. Promotes the use of the Web site for distributing information, marketing the College, and providing numerous services to administrators, faculty, staff and students.

6. Develops and maintains a collaborative and collegial environment for the planning, development and use of Web-based projects and promotes forums for Web development.

7. Actively participates in the selection, implementation and maintenance of College-wide search engine(s); tools; graphic design; policies, procedures and guidelines for the Web.

8. Ensures that the College's web site is accessible for individuals with disabilities and special populations.

9. Facilitates the conversion of documents to the Web.
10. Consults with departments, divisions and individual Web designers and users to clarify processes, identify and solve problems, and recommend changes and/or improvements.

11. Reviews the content of new or updated Web pages with regard to graphics quality and overall image presented on Web pages.

12. Develops and maintains a library of graphics and templates for College Web page designers.

13. Determines the organization of links coordinating the College's home page to department and division web pages for most efficient use.

QUALIFICATIONS

Required:

1. Master's or related field or the equivalent AND two years of experience in a related field; OR Bachelor's degree in Computer Science, MIS, Graphic Design or related field or the equivalent AND four years of experience in a related field

2. Demonstrated understanding, sensitivity and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student/community population.

3. Project management and supervisory experience in a related area.

4. Personal characteristics that ensure effective working relationships with administrators, faculty, staff and students.

Demonstrated Knowledge of:

• and proficiency in Windows NT and other platforms.
• and experience in Microsoft Word, Netscape and Microsoft Explorer, Front Page, HTML, JAVA, CGI other word-processing and related programs.
• and familiarity with current software programs including Adobe Photoshop, Adobe Illustrator, Editors & Graphic Software.
• and experience in advanced media options such as: real-time audio and video delivered through the web and programs enabling Web-database integration.

Ability to:

• communicate effectively orally and in writing.
• provide excellent visual presentations.
• work quickly and independently in a fast-paced, technical environment. provide web access to individuals with disabilities and special populations.