Sul Ross State University
Position Description

Official Title: Webmaster   **Salary Group**: Unclassified (4)   **Job Code**: 3276

Summary
Function: Responsible for developing, organizing and managing the University web site.

Scope: Develops and manages web and application services for the University including the development, organization, and management of the campus web sites and web applications. Serves as the official University contact for all web site issues and application development projects. Ensures that all such issues and projects are conducted within established institutional policies and industry standards. Responsible for advancing web services quality and deliverables to the campus community. Reports to the Director of Enterprise Application Services

Duties
Essential:
Consults with design, technical, and marketing staff to plan and implement Web site development and maintenance; develops technical architecture for web sites to include scripting, programming, database, and user interface design; refreshes Web site content to ensure accuracy and timeliness of information and images; monitors industry trends and standards, and all applicable technologies, including scripting, security issues, authoring tools, graphic design tools, and new languages; integrates new technologies into Web site; answers or forwards to management any Web site policy-related questions from users; communicates with other personnel regarding technical requirements of Web site and upcoming projects or events related to Web site; analyzes Web site traffic and recommends any necessary changes; manages transfer of files and memory allocation for Web site on the server; facilitates web site compliance with accessibility standards; provides technical support and participates in employee Web site training; collaborates with external vendors on special Web site events, promotions, marketing campaigns, or specific design projects; works with Infrastructure services and other internal OIT departments to create internal Web sites running on proprietary intranets. Other duties as assigned by supervisor.
Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision
Received: General supervision by the Director for Enterprise Application Services.

Given: May supervise technical support staff and student assistants.

Education
Required: Associate's Degree in Computer Science or equivalent.

Preferred: Certifications in web and database administration

Experience
Required: 5 years of experience or equivalent in Web and application development and / or support

Preferred: Significant experience in a Higher Education environment.

Skills

The ideal candidate will have experience in programming, code development and support for developing and supporting web applications, MySQL, Photoshop, Dreamweaver, JavaScript, CSS layout and content management systems (CMS). Knowledge of Drupal is preferred

Working Conditions

Usual: Office Office conditions, exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: March 2014