WEBMASTER
Information Technology

OVERVIEW:

The Webmaster manages the Mt. San Antonio website, mediates between web authors and the system administrator, ensures that applicable standards such as HTML validity and link "liveness" are met, optimizes the web architecture for navigability, takes editorial responsibility for the content, quality and style of the site, and provides first-level user support.

EXAMPLES OF DUTIES:

- Specifies display standards for Mt. SAC Web documents.
- Ensures that all submitted documents meet those standards.
- Converts submitted materials to Web documents.
- Secures programming, graphics, word processing and authoring support as needed.
- Advises and trains Mt. SAC department in the design and authoring of Web documents.
- Researches new Web features and tools that might be useful for authoring documents, for managing the Web site, and for expanding on-line offerings.
- Manages the day-to-day operation of the Web site including the transfer, testing and updating of Web materials.
- Manages the day-to-day operation of the College's kiosk system.
- Serves on the College's campus-wide Web team.

MINIMUM QUALIFICATIONS:

Knowledge of:

- HTML and graphics development tools.
- Java, Perl, Rexx, CGI scripting and industry standard databases.
- Programming methodology and maintenance issues.

Skills and Abilities:

- Strong interpersonal skills.
- Write clear and concise operational procedures
- Learn new technologies quickly

Education and Experience:

AS degree Graphics Design or Computer Technology; three to five years experience in large web site development and maintenance.

6/99