Job Description — Webmaster / Database Administrator
Reporting to the Exec. Director for IRM

COMPETENCE	RESPONSIBILITIES
- Experienced webmaster - Demonstrated experience in the design of dynamic web sites and web-based applications - Ability to administer multiple content management systems - Advanced level of knowledge of Unix operating systems, ASP, .NET, PHP, CSS, XHL, HTML, XHTML, JavaScript, Flash, Gif Animation, and Adobe Creative Suite, Google Apps - Computer Programming and Analysis (SQL 2005) - Mature user of Database Management procedures - Certified user of Microsoft Operating Systems and Software - Experienced with Database development and administration - Knowledge and experience with MS Access, MySQL, SQL 2005, SQL server - Highly organized and meticulous - Ability to stay calm in stressed situations - Willing to learn new technologies - Highly developed interpersonal / communication skills - Discretion, confidentiality & security of sensitive Information	**Webmaster Responsibilities** - Ongoing technical development and maintenance of two College web sites (Deree & Pierce) - Development of dynamic web site and web-bases applications - Development and administrator of training sessions of content management system for offices throughout campus - Monitor, improve, and update the performance of existing Web site - Troubleshoot Web site issues; maintain firewall - Set College web standards and perform browser compatibility - Document web best practices and write maintainable HTML/ASP code with comment tags, assist in development of look and feel for web sites - Monitor site performance and create reports utilizing Google Apps and other optimization products - Develop and maintain search engine optimization - Assure trouble-free Web-based student registration - Other duties as assigned
INTERFACES	**Database Administrator Responsibilities** - Server administration (Windows 2003, SQL 2005, IIS) - Upgrades on servers and PCs - Installations / Installation updates - Database administration (SQL 2005) - Database application support (Jenzabar EX V3R6) - Assist in implementation and maintenance of Web portals and online auto-bill pay - Produce reports, statistics, pipelines, and forms - User support and training - Download, export / import Data from/to SQL Database , to Library and Business Office Systems - Configuration of web (Online) registration settings - Troubleshoot web-based issues for web-based platform (CampusWeb
- Internal Interaction with other IRM areas for IT services and ACG-Offices (Integrated Marketing and Communications, Admissions, Registrar, Graduate School, Continuing and Professional Studies, Library, Business Office, Alumni, Advising Office) - Internal Interaction with Pierce College, academic administration and secretariats - Internal interaction with Purchasing, Technical services, etc. - External Interaction with Software Vendors (for support)	
OTHER	
ASSESSMENT / MEASURING	

▪ Exec. Dir. for IRM and Chief Technology Officer assessment ▪ User satisfaction ▪ Self advancement ▪ Meeting deadlines ▪ Cope with problems, defuse tensions, avoid escalations	and JICS) ▪ Web-based administration of Jenzabar ▪ Supervision of student registration **Office Administration Tasks** ▪ Office organization, administrative tasks and documentation Development ▪ Preparation of Student Grade Letters and mechanical post processing ▪ Supplies – repairs ▪ Inventories of System Software and equipment ▪ Other duties as assigned

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Exec. Dir IRM