Job Title: Department Website Coordinator

BCAT Code: 09OX37
Pay Grade: G16  FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

Job Description
Develops and manages websites and servers in a department, and also provides workstation support within the department.

Job Duties/Responsibilities
- Develops and maintains the main department website.
- Maintains, upgrades and patches the department web server.
- Coordinates and supports the workstations throughout the department.
- Implements new projects.
- Trains staff, students, and faculty.
- Serves as liaison between the department and the web development team.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Windows and programming languages, such as C, C++, Visual Basic, Pearle, Java, CGI, relational databases, such as Oracle, middleware, LANs, etc.
- Knowledge of large integrated systems and event driven programs.
- Knowledge of data processing principles, practices, and equipment in information technology.
- Effective time management, customer service, analytical and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

Minimum Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.