



Office of Human Resources

POSITION DESCRIPTION

POSITION:	Lead Information Technologist (Web Development/Design)
LOCATION:	Department of Information Technology
REPORTS TO:	Manager, Internet Technology
GRADE:	PSA 14
WORK SCHEDULE:	35 hours per week
SUPERVISES:	Part time and student employees

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best:

<https://www.ccri.edu/equity/culture/guidingprinciples.html>

BASIC FUNCTION:

Plan, evaluate, and develop dynamic web pages, web systems, and content. Update and maintain content as needed for academic/administrative departments. Plan, organize, and conduct training sessions with staff, content managers and student workers. Responsible for project management, web optimization, documentation, and research and development to support the college's mission and promote its institutional identity through the web site as an advertising, promotion, marketing, and communications tool.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and organize training sessions with departmental content managers.

- Provide all training for faculty, staff and student workers on the Content Management System (CMS).
- Monitor, evaluate, and report on departmental web site progress.
- Evaluate and analyze analytic and site improvement reports, and assist with any improvements or upgrades that are needed.
- Establish and track project schedule and identify resources and requirements for each phase of a web site project from conception to maintenance.
- Coordinate project schedules for design and implementation of new web sites.
- Create and maintain help documentation in accordance with department standards.
- Conduct independent feasibility studies on potential new third party services and software.
- Evaluate, install and maintain all system and asset updates to the CCRI website.
- Create and edit XSL and XSLT style sheets, implement JavaScript and jQuery solutions
- Maintain high level of web accessibility standards
- Design, develop, and carry out Web optimization strategy to ensure optimal upload/download speeds, including image/video editing.
- Ensure site is responsive for all screen sizes.
- Create RSS Feed Reader for departmental websites, maintain and update college Faculty and Staff directory.
- Design and develop dynamic web systems using web programming languages (HTML, CSS, JS, jQuery, PHP, XML, XSL, XSLT, Bootstrap) and database creation/management tools.
- Perform research and development to ensure optimal web site user experience and current best practice.
- Define web system requirements, programming specifications, and systems procedures in consultation with user departments.
- Utilize languages/configurations used in support of an enterprise content management system (CMS).
- Function as primary technology support liaison with departmental CMS vendor, creating new templates and edit existing templates using the college's CMS.
- Maintain and enhance existing web solutions, manage existing website content.
- Maintain graphics, templates, and style sheets for website visual presentations.
- Keep abreast of current and emerging internet standards, including web browsers, browser specifications, mobile and portable devices, social networking, and accessibility requirements.
- Interact with department content providers to determine requirements and needs for web content modifications. Review materials produced to ensure that the design, production methods, and qualify conform to specifications outlined in the college web policy.
- Manage instructional computing support for all faculty and staff in the use of current web development technologies.
- Investigate new web technologies and applications and have the ability to learn and apply new internet and authorizing technologies relevant for web site development.
- Interview, select, train, schedule, and supervise part-time staff and student workers.
- Interact professionally with a diverse group of users, support staff, and web team.
- Provide backup to the Manager - Internet Technology in an emergency management communications role as needed.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

OCCATIONAL JOB FUNCTIONS:

- Supervise students, interns as assigned.
- Perform other duties and responsibilities as assigned.

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- Participate in committees, working groups, councils, etc. in support of information technology initiatives.
- Provide on call remote or on campus support for any job related issues as required.
- Respond to technical emergencies outside of normal working hours as needed.
- Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities.

LICENSES, TOOLS AND EQUIPMENT:

Computers and other peripheral devices.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.
- Must be able to push, lift, carry and/or use the above equipment.
- Close visual work required.

QUALIFICATIONS:

- Associate's Degree and minimum of 8 years of relevant experience is required; Bachelor's degree in a related field is preferred. A combination of extensive experience and education will be given consideration in lieu of degree preference.
- In-depth knowledge of the production of dynamic web content using web programming languages such as, but not limited to, ASP or PHP and database creation/management tools such as MySQL preferred.*
- Competence in web programming, logic, and web application design required.
- Extensive knowledge of content management systems required.
- Expert in current web markup and scripting languages and style sheets such as JavaScript, CSS, XML, XSL, XSLT, Bootstrap, and HTML required.*
- Extensive experience with web authoring applications such as but not limited to Dreamweaver and Expression Web required.*
- Strong background with one of the following operating systems: Windows 8, Macintosh OS X and familiarity with the remaining other required.*
- Working knowledge of the Microsoft Office Suite required.*
- UI / UX Design
- Working Knowledge of the Adobe Suite including Photoshop and Illustrator
- Effective verbal and written communication skills required.
- Supervision and training experience.
- Strong planning, organizational, and problem-solving skills required.
- Demonstrated ability to work independently on multiple assignments and to work collaboratively within a team is required.
- Must be available to work a non-standard schedule in order to fulfill assigned duties.

**Denotes language/software systems currently in use which may change as new technology becomes available.*

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual

orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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