Office of Human Resources

POSITION DESCRIPTION

POSITION:	Manager, Internet Technology (Design & Content)
LOCATION:	Department of Information Technology
REPORTS TO:	Chief Information Officer
GRADE:	CCRIPSA 15
WORK SCHEDULE:	Non-standard, 35 hours per week
SUPERVISES:	May exercise supervision over non-classified, classified, and student employees.
BASIC FUNCTION:	Manage the development and maintenance of the design and content for all internet services and resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the development and maintenance of the design and content for all internet services and resources, including the CCRI web sites, Pipeline, and internet based course management systems.

Serve as liaison with the Public Relations Department and departmental information providers to increase available internet content, assist with their content development, ensure consistency of style, and coordinate information and access across multiple internet services.

Develop customized graphic elements, templates, and web resources.

Provide end user support for faculty, staff and students pertaining to internet technology.

Develop and conduct web and/or graphics related training programs for faculty, staff and students.

Publish site utilization statistics and provide customized information to departmental information providers as requested.

Collaborate with other units within Information Technology to integrate new technologies, multimedia assets and database applications into CCRI internet resources.

Recommend and maintain web policies, publishing guidelines and developer resources.

Research web site trends, analyze sites, and recommend web development options.

Stay current with developments related to the internet including HTML, graphical capabilities, scripting languages, browsers, content management systems, document formats, document production software and document conversion tools.

Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Computers and peripheral devices, such as printers and scanners..

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required; coursework in graphics design, web development, teaching and/or instructional technology preferred.

Three years of experience in the design, implementation and maintenance of a complex, dynamic web site required, preferably in a higher education environment. Evidence of a portfolio of work is required.

Demonstrated experience with authoring tools (Front Page, Dreamweaver, etc) and graphics design tools (Corel Draw, Adobe Photoshop and Illustrator, etc) required.

Experience with publishing software (e.g. PageMaker) on the PC and Mac platform required.

Must be adept at interfacing with and mentoring other web content developers and in helping to translate functional requirements into design and development specifications.

Experience providing end user support and developing and offering end user training programs required.

Excellent analytical, organizational and communication skills required.

Demonstrated ability to work effectively and collegially with colleagues required.

Demonstrated ability to work independently on multiple assignments and to work collaboratively within a team required.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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