
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

POSITION: INFORMATION SYSTEMS TECHNICAL WEBMASTER

DEPARTMENT: INFORMATION TECHNOLOGIES

FINAL FILING DATE: TUESDAY, MARCH 24, 2009 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE

SALARY: \$4658.46 - \$5199.12/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$6492.85/MO.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Director of Information Systems and Computing Technology, the Technical Webmaster will provide: the building, deployment and maintenance of all District internet/intranet products and services.

DISTINGUISHING CHARACTERISTICS: The Technical Webmaster will assume responsibility for the overall administration, content development and application programming projects, including static web page coding, dynamic database driven web page coding, multimedia development, and database design, as well as code and develop content that can interface with third party applications as needed.

REPRESENTATIVE DUTIES:

- Perform setup, configuration, administration, and security of web applications and servers and provide specifications for future web server hardware as needed.
- Perform setup, configuration, administration, and security of email and calendar servers.
- Develop and maintain web based applications via web programming languages like XML, PHP, HTML, JavaScript, CGI, client-side scripting, ASP and other third party integration tools.
- Develop websites through a structured project management process with status reports, and functional prototypes.
- Setup, configure, and maintain the District portal system using SharePoint.
- Assure web server(s) technical performance.
- Develop project plans and oversee their implementation from concept to completion.
- Establish server directory trees, segregating public and private files.
- Create and/or manipulate graphics and web animation elements as needed and perform interface design and site navigation creation.
- Plan, design, and implement a wide variety of user interface forms including the use of electronic signatures.
- Construct web pages and web sites including graphic user interface features, web scripting, and other techniques.
- Provide guidance to internal clients on web development initiatives by defining web site requirements with real world technology and compiling documentation that leads to site requirements for development.
- Coordinate technical needs with network administrators and client support staff.
- Compile web traffic reports from web server logs in a timely manner.
- Research opportunities to publish and expand Web applications.
- Maintain skills on current events in the Web Technology arena by news articles, trade magazines, website, and technical conferences and continuously learn new techniques and technologies as they pertain to web site development and administration.
- Assist in gathering information and making decisions relating to site architecture.
- Communicate with users to determine immediate and future needs, and develop and present plans to users and management.
- Maintain and update technical libraries.
- Assist with integration between web based systems and the District ERP system, Datatel's Colleague.
- Provide guidance and training to other staff members regarding website development and maintenance.

KNOWLEDGE OF:

- Various operating systems such as Windows Server 2003 and above, Unix, Suse Linux, and OS Linux.
- Development technologies such as ASP, JSP, IIS, XML, HTML, LDAP, PHP, JavaScript, Visual Basic, VB Scripts
- SharePoint Portal technology
- Relational database models and applications
- Development of dynamic web sites using Access, SQL, My SQL, and/or Oracle
- Internet protocols, predominately Active Directory and HTTP
- Data security using SSL
- Macromedia, Adobe and Microsoft products
- Networking concepts and Internet fundamentals
- Principles and techniques of computer program systems analysis and development.
- System specific programming and job control languages
- Website management tools

ABILITY TO:

- Independently diagnose technical problems, develop solutions and communicate effectively with users
- Independently diagnose application and operating system problems using log files
- Integrate existing web applications with backend databases (internal and external)
- Interpret and implement requirements based on laws, and regulations including those pertaining to ADA compliance
- Prepare clear and concise reports

- Communicate effectively both orally and in writing
- Maintain accurate records
- Establish and maintain effective working relationships with staff, faculty and vendors

EDUCATION AND EXPERIENCE: Any combination equivalent to: BA/BS degree and two (2) years of working knowledge of server configuration & administration, protocols, design, maintenance and content management. Eighteen (18) units of computer science course work required.

PHYSICAL REQUIREMENTS:

- Sit for extended periods of time
- Stand and walk during normal course of work
- Manual dexterity and eye-hand coordination
- Corrected vision and hearing to normal range
- Verbal communication
- Reach above neck and shoulders
- Occasionally lift up to 25 pounds
- Occasionally stoop and kneel
- Hand and finger dexterity for use of office equipment, including computer terminals and peripheral equipment, telephones and copiers

WORKING CONDITIONS:

- Typical office environment; extensive interaction with staff, faculty, and management

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however, provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).

BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents **for positions whose FTE is .60 or higher**, valued at over \$13,000 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (**PERS**) which is integrated with Social Security, 457/403b options, Vacation days - 7.33 hrs per month for the first year, 96 hrs per years, 1-5, 12 sick days and 20 holidays. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District **Classified** application and the **Diversity Statement** are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901. Or you may call our TTY line at (530) 634-7760 **OR** visit our Web Site at www.yccd.edu **It is the sole responsibility of the applicant to ensure that all application materials are received by the final filing date in the Human Resources Office by TUESDAY, MARCH 24, 2009 BY 12:00 NOON.**

All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed, incomplete and/or late applications will not be forwarded for further consideration.

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