PALOMAR COMMUNITY COLLEGE DISTRICT

WEB ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of functions related to the management, development, implementation and maintenance of multi-purpose CCCSAT and e-Conferencing web sites; to perform analysis of design requirements, systems capacity, performance, response time and documentation requirements; to serve as the primary source of information, consultation and recommendations on matters related to web site design and management; to organize systematic maintenance and updates of the web site; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Web Services Manager.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform a variety of functions related to the management, development, implementation and maintenance of multi-purpose CCCSAT and e-Conferencing web sites.
2. Work closely with CCCSAT development team regarding web site design; ensure web site meets the objectives of content, audience, goals and functionality.
3. Support and maintain the web sites of present and future telecommunication projects; assist users in resolving problems and determining software needs.
4. Consult with project team regarding the planning, creation and production of web layouts and graphics including icons, logos, banners, special sections and other elements.
5. Increase efficiencies in the on-line gathering and dissemination of information; integrate new technologies into web sites.
6. Determine technical needs and ensure coordination of design interface and interaction with the CCCSAT Broadcast Network.
7. Conduct routine web site audits to maintain consistency of presentation, optimal functionality and proper operation of interactive components and features; monitor and report on web site activities and traffic.
8. Maintain web security by assuring appropriate firewall configurations are implemented.
9. Maintain cross-platform and cross-browser compatibility to allow website access from various environments.
10. Manage transfer of files and memory allocation for web sites on the server.

11. Stay abreast of industry trends and all applicable technologies including scripting, security issues, authoring tools, graphic design tools and new languages.

12. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and practices of computer science and information technology.
Methods and techniques of installation, configuration and troubleshooting of Microsoft IIS 4.0 or IIS 5.0.
Web programming languages including Perl, VB Script, Javascript, and other standard and/or evolving technologies.
Internet browser applications, HTML editors, plug-ins, and operating system extensions.
Web based electronic mail, forms databases, newsgroups, search engines, list servers, animation, and other interactive applications.
Basic operations of MS/SQL Server 6.5 or 7.0, MS Access, and Microsoft NT 4.0/Microsoft 2000.
Network operating systems and related client/server technologies.
District organization, operations, policies and objectives.
Oral and written communication skills.

Ability to:

Create text, audio, video image, animation and other data types for use in web pages using a variety of editors, image manipulation software, and digitizing hardware.
Support and maintain the web sites of present and future telecommunication projects.
Configure, maintain, and troubleshoot a variety of web server systems.
Maintain web security.
Conduct routine web site audits to maintain consistency of presentation, optimal functionality and proper operation of interactive components and features.
Maintain current knowledge of Internet technologies and programming techniques.
Operate office equipment including computer terminal.
Prioritize work to meet schedules and time lines.
Work effectively with management, faculty and staff.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Experience and Education/Training Guidelines
Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible experience in developing and designing sophisticated web sites.

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information technology or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; visual acuity to read printed materials and computer screens.