

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Web Administrator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-58/CSEA 125 Salary Schedule

(Former Classification: Webmaster)

BASIC FUNCTION:

Under general direction of an assigned supervisor, design, test, administer and troubleshoot a large, enterprise-scale implementation of an integrated suite of server capabilities supporting intranet, extranet and web applications; responsible for the daily maintenance, infrastructure support and performance tuning of the network of servers to provide reasonable, timely delivery of professional services to the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Manage all aspects of an integrated suite of servers in support of effective operation of the District including day-to-day administration, troubleshooting, user mentoring and support and collaboration with other District staff. *E*

Ensure a high level of usability and ease of navigation, throughout all web sites and user interfaces, providing effective support to sites and departments. *E*

Install, provision, configure, secure, monitor, maintain and support all components of the integrated web server systems, including but not limited to: Internet Information Services, SharePoint Portal Server, Windows SharePoint Services, SQL Server, MySites, indexing, searching, Excel Services, as well as customized web applications, portals, web parts, and integration scenarios. *E*

Lead in the planning, evaluation and execution of tasks related to new enterprise based initiatives; assist in developing strategies for optimal use of collaborative tools within the organization. *E*

Configure and maintain document libraries, lists, authorizations and site collections as assigned. *E*

Perform typical administrative activities such as backup, restoration, site creation, disaster recovery planning and user issue resolution to provide reasonable, timely delivery of technical support to meet the needs of stakeholders; ensure quality control. *E*

Assess new standards, technologies and trends and formulate strategies for enhancing published content by promoting uniformity in styles, presentations, images, layout techniques, and modularization. *E*

Provide training and clear directions to staff and users; prepare and instruct in-service sessions regarding use of web development and collaboration tools to update District staff with new skills and knowledge in support District goals. *E*

Analyze traffic statistics and report on a monthly basis relevant information. *E*

Follow and help enforce district policy as it relates to information access; ensure security and integrity of district information. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems, computer science or related field and at least three years of experience administering Windows SharePoint Services and Microsoft Office SharePoint Services; five years web development experience with Windows Servers, Visual Basic, .Net, HTML including style sheets, templates, complex tables, frames, and image maps.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; Microsoft Certified Architect(MCA) required or ability to obtain within one year.

Special Requirement:

This position may work additional assignments including evenings and weekends to accommodate testing, support, maintenance and potential call back or remote duty responsibilities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies regarding privacy and information access.

Effective written communication and proofing skills.

Skills to install, configure, and support enterprise server applications and integrate related 3rd party or customized applications.

Creation of n-tier architecture-based applications and writing custom server controls.

Oriented application development for web based intranet/extranet/internet types of applications.

Microsoft SQL Server Database development using stored procedures and relational database design and administration.

Windows architecture, deployment considerations, and structured development methodologies.

Advanced skills of Microsoft Office applications, including Word, Excel, and Outlook.

Applications such as: C#, Visual Basic .Net, Silverlight, Java, CGI, Visual Basic, Active Server Pages, SQL, Director, Office, JavaScript, JQuery, VBScript, XML XHTML, basic data-access tools and strategies, Photoshop or equivalent.

Basic composition, page layout, art, and message boards, banner ads, and streaming video/audio, User, interface issues, navigation, and site architecture.

Documentation and analytical skills.

Interpersonal skills using tact, patience and courtesy.

Effective troubleshooting and problem resolution skills.

ABILITY TO:

Learn and transition to new technology quickly and easily.

Communicate, understand and follow both oral and written directions effectively.

Plan, prioritize and organize work to meet schedules and time lines.

Analyze system requirements and establish system procedures.

Communicate with and understand user needs and systems requirements.

Read, understand, explain and implement technical material from manuals and journals.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Multitask and perform in a fast paced, critical environment.

Initiate and demonstrate flexibility in the prioritization of responsibilities.

Analyze and troubleshoot situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office and computer systems environment; driving a vehicle to conduct work; extended viewing of computer monitor; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary hearing and speaking to exchange information and make presentations; seeing to develop and view various technology programs; dexterity to operate a computer and other office equipment; lifting to move computer equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files and equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions