The University of Texas at San Antonio

Job Description

Job Title: Webmaster

Code: 19877

Salary Grade: 62

FLSA Status: Exempt

Department/Division: Web and Multimedia Services/University Communications

Reports To: Director of Internet Development and Communications Technology

Summary

- Function: To provide oversight of a comprehensive web site for a large unit and directly related web sites.

- Scope: Responsible for the day-to-day maintenance, compliance, and continuity of a comprehensive web site and directly related web sites.

Duties

- Typical:
  1. Administers and maintains a comprehensive web site and continuity among directly related web sites.
  2. Coordinate the implementation and administration of on-line programs and services and servers and server applications.
  3. Develops and ensures compliance with applicable policies on web site usage, security and standards.
  4. Troubleshoots and provides problem resolution to users on the use of web applications and in the use of computer technologies. Updates web maintenance hardware and software.
  5. Designs and teaches courses regarding web applications and administration.
  6. Perform other duties as assigned.

- Periodic:
  1. Evaluates new web client technologies and web applications. Conducts research and recommends web-based applications.
  2. Work on special projects as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution. Relevant experience may substitute for education on a year for year basis.	Bachelor's Degree in Computer Science, Information Technology, Graphic Art, or related field.

Other Requirements

Required	Preferred
Knowledge and understanding of web based systems, applications, and authoring practices and languages.	N/A
Knowledge of current web development and trends.	
Experience with relational databases and client-server concepts.	
Excellent verbal and written communication skills.	
Excellent interpersonal skills with a service oriented attitude. Ability to work independently and as a member of a team.	
Ability to handle multiple tasks and projects simultaneously. Strong organizational skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of professional webmaster or web maintenance experience.	Experience formulating systems and designing or managing web sites.
One year of systems design, analysis and programming or developing web based applications.	Related experience in a higher education setting.

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Work performed on multiple projects concurrently under pressure of rigid deadlines and time limitations. Extended work hours may be required.

Supervision

Received	Given
General supervision from immediate supervisor.	General supervision of support staff when assigned.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.