Florida Memorial University
JOB DESCRIPTION

WEBMASTER

<u>General Function</u>
The position of the Webmaster was established for the purpose of developing, maintaining, implementing and documenting all internet related functions including but not limited to all internet applications, troubleshooting issues and related internal systems such as DNS, Active Directory and the institutions intranet.

Primary responsibilities include: providing the technology and design framework for the University's web sites, consulting with various academic and administrative units, analyzing and recommending web-based solutions where appropriate, and supporting the University's strategic initiatives.

<u>Essential Duties</u>
·Assist all constituents including faculty, staff, students and departments with their input for the purpose of enhancing, updating or modifying information any and all pages so that it properly reflects the needs of the institution.

·Manages user and group read/write access to web servers, backup, recovery and security processes for the purpose of maintaining the internet, intranet and data security and/or operations.

·Oversee the website/s and homepage/s (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.

·Prepares the necessary documentation (e.g. procedures, usage reports, memos, letters, etc.) to properly convey what is needed to maintain the proper functionality of the site.

·The Webmaster will be responsible for creating and maintaining a redundant environment and the pertinent documentation should also be made available. All passwords, links, vendors and locations should be documented and provided to the IT department.

·Troubleshoot all hardware and/or software problems for the purpose of providing technical advice and training, resolving problems and/or compiling concise descriptions to forward to technicians.

·Performs other related duties for the purpose of ensuring the efficient and effective functioning of all sites.

Job Requirements: Minimum Qualifications

To be able to properly perform the duties of the institutions website, the following is considered the minimum requirements:

Skills
·   MS Office, Java, HTML authoring, SQL, Adobe Master Suite
·   Ability to run multiple projects simultaneously
·   Web programming scripting (ASP, Perl, PHP, JSP)
·   Preparing and maintaining accurate records and operating systems

Knowledge
·   Elements of graphic design, web design and layout
·   Server and virtual host management
·   Composition software such as Linux and Apple operating systems
·   Creating new sites

Abilities
·   Schedule activities, meetings, events to have the end user participate, keeping them involved with their own site pages
·   Work with a wide diversity of individuals
·   Problem solving is required to identify issues and create action plans. This applies for both equipment and data related problems.
·   Communicate technical information to non-technical audiences
·   Meet deadlines and schedules while setting priorities
·   Strong team player and working with frequent interruptions

Responsibility
·   Work under limited supervision following established guidelines and procedures

Working Environment
·   The environment requires 80% sitting, 10% walking and 10% standing

Experience
·   Job related experience is required and samples of existing work will be requested

·   Prior higher education website creation and maintenance will be a plus

Certificates & Licenses
·   Certified Internet Web Professional (CIW) certification preferred

Experience and Education Requirements
AA degree in a computer science discipline, plus six years of experience in Web design and programming using JAVA, HTML, and ASP; or a BS degree in computer science and two years experience.

Applicants must submit a detailed letter of interest addressing the job announcement, a resume, and unofficial transcripts to jobs@fmuniv.edu or Director of Human Resource Management, Florida Memorial University, 15800 NW 42 Avenue, Miami Gardens, FL 33054.