



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>Senior Web Technician</i>	#2360
SALARY PLACEMENT:	Range Z05, Classified Salary Schedule	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Education, training or experience that demonstrates possession of the knowledge and abilities detailed above. An example of typical qualifying experience would include; a minimum of one year of work experience developing and maintaining a web site which includes experience with THML, Macintosh and Windows operating systems, online text based on interface, computer graphic and network hardware and software, and INTERNET protocols.

DESIRABLE QUALIFICATIONS – EDUCATION AND/OR TRAINING:

Completion of college-level coursework in a related field such as a computer science, information systems, or graphic arts is desirable.

MINIMUM EXPERIENCE:

1. Practices, procedures, resources and applications used for INTERNET work;
2. HTML (Hyper Text mark-up Language): Macintosh and Windows operating environments;
3. Computer graphic and network hardware and software;
4. User interface (UI) design and navigation aides for web sites; and ftp and telnet to manage UNIX-served web sites remotely INTERNET protocols; Netscape Navigator and INTERNET Explorer.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to assign, train and supervise others; coordinate flow of work and ensure that deadlines are met; analyze problems; prepare reports; gather analyze and organize information; write clear instructions; establish and maintain effective working relationships with others in a large and diverse user environment. Be flexible and receptive to change.

SUMMARY OF POSITION:

Provides assistance in the design, development and maintenance of the SJCOE's INTERNET web site and the web sites of contracted customers of the SJCOE; locates and identifies INTERNET resources for the educational community; acts as a web site and INTERNET resource to SJCOE, school site and district office personnel. Received general supervision within a broad framework of assignments and standards. Performs technical research and analytical funtions that require accuracy, attention to detail, and organizational skills.

Senior Web Technician

Page 2

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Troubleshoot, analyze and resolve problems.
2. Develop and create links on web site and manage and maintain system.
3. Create and execute graphic designs.
4. Organize, develop and maintain applications on servers.
5. Edit text; work with a variety of computers and peripherals; compose narrative and supporting materials.

6. Conduct presentations on the INTERNET and SJCOE web site.
7. Communicate effectively orally and in writing with multiple departments, disciplines, agencies and customers.
8. Operate independently and as a team member.
9. Assemble diverse information into an integrated whole.
10. Establish effective working relationships with technical staff and all levels of the SJCOE, school site and district office staff.
11. Continuously explore, learn and implement cutting edge technologies into the web sites.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Stand, walk and bend over, reach overhead, grasp, push and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment; to work outside of normal workdays and office hours to meet installation deadlines; and come in direct contact with SJCOE staff, district office staff, and the public.