POSITION DESCRIPTION

TITLE	Manager, Internet Technology
POSITION NO.	502457
LOCATION	Warwick Campus
REPORTS TO	Director Marketing and Communications
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Part Time and Student Employees
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

Plan, evaluate, and develop dynamic web pages, web systems, and content. Update and maintain content as needed for academic/administrative departments. Plan, organize, and conduct training sessions with staff, content managers and student workers. Responsible for project management, web optimization, documentation, and research and development to support the college's mission and promote its institutional identity through the web site as an advertising, promotion, marketing, and communications tool.

DUTIES AND RESPONSIBILITIES:

- Plan and organize training sessions with departmental content managers
- Provide all training for faculty, staff and student workers on the Content Management System (CMS)
- Monitor, evaluate, and report on departmental web site progress
- Evaluate and analyze analytic and site improvement reports, and assist with any improvements or upgrades that are needed
- Establish and track project schedule and identify resources and requirements for each phase of a web site project from conception to maintenance
- Coordinate project schedules for design and implementation of new web sites
- Create and maintain help documentation in accordance with department standards
- Conduct independent feasibility studies on potential new third party services and software
- Evaluate, install and maintain all system and asset updates to the CCRI website
- Create and edit XSL and XSLT style sheets, implement JavaScript and jQuery solutions
- Maintain high level of web accessibility standards
- Design, develop, and carry out Web optimization strategy to ensure optimal upload/download speeds, including image/video editing
- Ensure site is responsive for all screen sizes
- Create RSS Feed Reader for departmental websites, maintain and update college Faculty and Staff directory
- Design and develop dynamic web systems using web programming languages (HTML, CSS, JS, jQuery, PHP, XML, XSL, XSLT, Bootstrap) and database creation/management tools
- Perform research and development to ensure optimal web site user experience and current best practice
- Define web system requirements, programming specifications, and systems procedures in consultation with user departments
- Utilize languages/configurations used in support of an enterprise content management system (CMS)
- Function as primary technology support liaison with departmental CMS vendor, creating new templates and edit existing templates using the college's CMS
- Maintain and enhance existing web solutions, manage existing website content
- Maintain graphics, templates, and style sheets for website visual presentations
- Keep abreast of current and emerging internet standards, including web browsers, browser specifications, mobile and portable devices, social networking, and accessibility requirements

- Interact with department content providers to determine requirements and needs for web content modifications. Review materials produced to ensure that the design, production methods, and qualify conform to specifications outlined in the college web policy
- Manage instructional computing support for all faculty and staff in the use of current web development technologies
- Investigate new web technologies and applications and have the ability to learn and apply new internet and authorizing technologies relevant for web site development
- Interview, select, train, schedule, and supervise part-time staff and student workers
- Interact professionally with a diverse group of users, support staff, and web team
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Supervise students, interns as assigned
- Perform other duties and responsibilities as assigned
- Participate in committees, working groups, councils, etc. in support of information technology initiatives
- Provide on call remote or on campus support for any job related issues as required
- Respond to technical emergencies outside of normal working hours as needed
- Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities

LICENSES, TOOLS, AND EQUIPMENT:
Computers and other peripheral devices.

ENVIRONMENTAL CONDITIONS:
Must be able to push, lift, carry and/or use the above equipment.
Close visual work required.

REQUIRED QUALIFICATIONS:
- Associate's Degree
- Minimum of 8 years of relevant experience
- Competence in web programming, logic, and web application design
- Extensive knowledge of content management systems
- Expert in current web markup and scripting languages and style sheets such as JavaScript, CSS, XML, XSL, XSLT, Bootstrap, and HTML
- Extensive experience with web authoring applications such as but not limited to Dreamweaver and Expression Web
- Strong background with one of the following operating systems: Windows 8, Macintosh OS X and familiarity with the remaining other
- Working knowledge of the Microsoft Office Suite
- UI / UX Design
- Working Knowledge of the Adobe Suite including Photoshop and Illustrator
- Strong verbal and written communication skills
- Supervision and training experience
- Strong planning, organizational, and problem-solving skills
- Demonstrated ability to work independently on multiple assignments and to work collaboratively within a team
- Must be available to work a non-standard schedule in order to fulfill assigned duties

PREFERRED QUALIFICATIONS:
- Bachelor's degree in a related field
- A combination of extensive experience and education will be given consideration in lieu of degree
- In-depth knowledge of the production of dynamic web content using web programming languages such as, but not limited to, ASP or PHP and database creation/management tools such as MySQL

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.