



**DATE ISSUED:** 03/06  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Web Administrator

### **JOB SUMMARY**

The position technically administers the Texas Woman's University World Wide Web servers and external Web sites. In addition, the Web Administrator assists with direct planning, design, integration, analysis of advanced information technology systems involving the academic and administrative internet computing environment at the University. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

**Reports to:** Sr. Integration Analyst (Engineering & Network Services)

**Supervises:** No supervisory responsibilities

### **PRIMARY DUTIES - May include, but not limited to the following:**

Ensures the overall technical integrity and security of the university's website and server.  
Monitors the TWU web pages to ensure compliance with applicable laws, regulations and university policies. Collaborates with other web developers regarding policies, copyright issues, development processes and roll out of new services.  
Assists the HR and Controllers offices in the deployment and operation of their web content.  
Creates and maintains deployment tools for managing the dev to production web servers.  
Provides any training to other web developers on the deployment tools.  
Designs, creates and maintains any needed programs in ASP, CGI, PERL or other language as assigned.  
Provides programming skill equal to an integration analyst.  
Provides available after hours technical assistance with the TWU Web site.

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### **ADDITIONAL DUTIES**

Assists with requests/issues for departments not normally supported.  
Assists with the implementation of new technologies, software, module segments.  
Provides assistance to programming resources in other areas.  
Performs other duties as requested.

### **EDUCATION**

Bachelor's degree or equivalent work experience.

### **EXPERIENCE**

Three years or more of programming background in internet programming areas. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to organize work effectively, conceptualize and prioritize objectives and exercise sound judgment based on an understanding of organizational policies and activities.  
Excellent cross-platform programming ability (multi-language).  
Excellent analysis and design of Oracle and MsSql databases. Good familiarity with IT best practices as they relate to software development.  
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.  
Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.  
Ability to communicate effectively - orally, by phone, in person, and in writing.  
Ability to use a personal computer and other office equipment.

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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to drive a vehicle safely, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel. Daily exposure to PCs and networks. May move heavy equipment and boxes. May require long hours and weekends.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***