



	DATE April 17, 2003
JOB TITLE Web Site and Content Coordinator	JOB CODE 8504
FLSA STATUS Exempt	UNIT/DEPARTMENT Varies
REPORTS TO: Varies	SUPERVISES: None

POSITION SUMMARY:

Interfaces with unit administrators, content experts, technical staff, and publishers to assist in the development and on-line distribution of web materials. Creates, designs, and produces web content.

POSITION KEY ACCOUNTABILITIES:

1. Manages a web site for either a single organizational section/department/unit having extensive publishing needs or of multiple web sites for multiple organizational units having web-publishing requirements that do not require a full-time person.
2. Provides day-to-day management of a web site's content including content creation, addition and removal from the web site.
3. Explains the processes to publishers regarding organization of materials on the web site, identifies who has security access, programming needs, and who is responsible for what aspects of web creation, maintenance, etcetera.
4. Coordinates and facilitates the publishing activities regarding design, creation, and production of the web site within an organizational section/department/unit.
5. Reviews the purpose and scope of publishing efforts and projects within a unit and assists unit personnel in determining resources to create and distribute the desired content.
6. Assists in determining which publishing technologies meet a unit's publishing needs.
7. Meets with department/unit's staff to identify and locate the content that needs to be published on the web site.
8. Assists a section/department/unit's staff in designing the "look-and-feel" of a web site as viewed by its users.
9. Contributes to the development of content requiring effort and resources that exceed the responsibilities of a single individual. Organizes and maintains the content infrastructure of a web site.
10. Helps personnel within sections/departments/units learn basic web-publishing skills that allow individuals to self-publish to the web.
11. Keeps current on the overall status of the web publishing technologies available for the creation and distribution of web-based materials.
12. Determines where files are placed on a web site and assigns access rights to the appropriate individuals for the addition, modification, and removal of content from the site.
13. Manages the process of assigning access rights to web content to restrict access to a specific user(s).
14. May perform other duties as assigned.

CERTIFICATIONS/SKILLS:

- Advanced knowledge of HTML editors.
- Basic understanding of graphic types, audio objects, applets and their inclusion into Web documents.
- Basic JavaScript skills.
- Competency using Unix and NT file systems and management software for arranging files on a Web server.

MINIMUM EDUCATION:

Associates degree in English, Journalism, Communications, Information technology, or a related area required; Bachelor's degree preferred.

MINIMUM EXPERIENCE:

A minimum of one year experience developing complex, hypertext markup language (HTML) documents with embedded graphics forms, audio, video, applet and script objects.

PHYSICAL REQUIREMENTS:

Exerts up to 50 pounds of force occasionally and/or up to 20 pounds frequently and/or up to 10 pounds constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*