

WEB APPLICATIONS SPECIALIST**DEFINITION**

Under direction of the Director of Educational Technology & Information Systems, performs a variety of complex duties that involve the identification, collection, and reporting of data, and the development and maintenance of the district's management information systems and databases. Particular emphasis on web-based application development, as well as design, maintenance and oversight of all district web operations; performs related duties as required.

ESSENTIAL FUNCTIONS

Design, maintenance and oversight of all district and school web sites.

With the Director, monitor to ensure compliance with all applicable web policies and legal requirements.

Manage the web-based district database systems by way of administering database specific security and configuration.

With the Director, evaluate district workflow and processes to ensure smooth transition to web or other electronic-based operations wherever possible.

Monitor the district's web-based database systems for data integrity and proper operations.

Assist district users and work with vendors to facilitate the correction of web site problems.

Perform system upgrades as required.

Instruct users in efficient use of programs through telephone support, site visits and user workshops.

Consult with administration, supervisors, and other users in developing web system enhancements, procedures, and problem resolutions.

Provide staff training as needed to support district's web-based communications or other solutions.

Other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, Educational Technology & Information Systems

QUALIFICATIONS:Knowledge of:

Principles, capabilities and operation of microcomputers and related equipment, as well as desktop operating systems. Extensive expertise with web design, development and protocols, including understanding of Hypertext Markup Language (HTML), Portable Document Format (PDF), Cascading Style Sheets (CSS), Extensible Markup Language (XML), etc. Experience with web application development and data warehousing principles, general database systems, Structured Query Language (SQL) and SQL Server, and commonly used web development applications and application suites. Experience with server-side programming/scripting, including Common Gateway Interface (CGI) and Active Server Pages (ASP).

Ability to:

Communicate effectively (orally and written) with individuals and groups; develop appropriately professional-looking design graphics and text to communicate on behalf of the district; teach computer skills to others; work cooperatively with others and gain their respect and confidence; analyze data to identify software and hardware problems; effectively use manuals to solve problems; communicate effectively with software/hardware vendors to identify and resolve problems; obtain price quotes, make comparisons and informed specification decisions; physical ability sufficient enough to lift computer equipment (computers, monitors, printers).

Education and Experience:

At least two years of professional experience demonstrating skills and abilities appropriate to the duties of this position. Successful completion of webmaster, web design or web applications development courses in a private or technical school, with emphasis on the above qualifications, AND/OR

Completion of a Bachelor of Arts/Science degree with a computer science or information systems management background, including coursework specific to the duties required in this position.

This experience must demonstrate both advanced computer skills and customer relations skills with the ability to provide user support and technical assistance.

Possession of a valid California driver's license and insurance. This position requires the use of the employee's personal vehicle.

Board Approved: 12/14/2006