Contra Costa Community College District – Classification Specification

WEB APPLICATIONS ADMINISTRATOR, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	78	**07/01/2017**	Classified	1 of 2

DEFINITION

To directly support web applications related to the District's Enterprise Resource Planning (ERP) system and new modules and technologies employed by the ERP vendor; to install and maintain systems software products; and to maintain the security of the database files and systems libraries.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- To provide backup support for the System Administrator Family.
- Establishes web system specifications by analyzing data requirements, access and security requirements, system infrastructure, design and performance.
- Designs solutions to improve performance, stability or efficiency of web related systems; escalates application problems to vendor.
- Maintains the SharePoint site within the districtwide web portal.
- Upgrades web systems and applications by conferring with vendors and services, and by developing, testing, evaluating and installing enhancements and new software.
- Provides technical recommendations and assists in system design.
- Monitors usage statistics and logs and produces reports on access and system usages.
- Implements software updates, upgrades and system patches in collaboration with development teams and other systems to avoid and limit system outages.
- Troubleshoots application server problems and security issues and resolves as necessary.
- Tests backups or recovery plans regularly and resolves related issues.
- Collaborates with development teams to discuss, analyze or resolve usability issues.
- Documents installation, configuration and troubleshooting procedures.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of web page and website construction and maintenance.
- Knowledge of Windows and Structured Query Language (SQL) servers.
- Features and capabilities of websites.
- Electronic messaging and workflow functions.

Skill/Ability to:

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- Develop the architecture and layout of complex web pages with workflows and integration with Database servers.
- Analyze and troubleshoot complex systems involving multiple servers and software and be able to communicate with technical support to resolve issues.
- Coordinate and facilitate the streamlining of application requests from multiple colleges into the development of districtwide applications.
- Communicate effectively, both orally and in writing.
- Review and edit the proposed content of web pages.
- Stay current with emerging trends and technological advances in the web programming.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Four (4) years of experience as a programmer and or system administrator in an intranet/internet environment, working with databases and servers.
- Prior experience with Enterprise Resource Planning (ERP), web administration and Microsoft SQL server.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor's degree from an accredited college with major course work in computer science, business or a related field, or the equivalent.

Adopted: 07/01/17