



Position Title:	Web Publisher	Job Code:	0711
Reports To:	Web Master	Job Group:	PENC
Department:	Division of College Communications	Salary Grade:	14
Prepared By/Date:	Carol Flynn/01-30-2006	FLSA Status:	Exempt
Approved By/Date:	Juan Mendieta/02-2006		
Revised:	Jennifer C. Brito/05-22-2009		

Summary:

The Web Publisher is responsible for preparing and updating written content for the College web portal. In addition, this person will update the College website with documents and photos and will maintain the planned Communications Department web page.

Essential Duties and Responsibilities:

- Writes and posts new messages to the website.
- Performs updates and enhancements on College web site with documents and photos.
- Performs web site maintenance and upkeep.
- Designs graphics using a combination of coding and productivity tools.
- Installs, configures and troubleshoots a variety of desktop computing applications and networking applications.
- Provides support to campus and departmental web authors.
- Collaborates with a broad range of contributors to the website.
- Assists with design and support issues for the College network.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of HTML, ASL, COM+ and/or Net web technologies.
- Knowledge of web editing programs; server operating systems and integration techniques; and graphic editing software applications.
- Strong organizational and communication skills.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to maintain positive working relationships with and provide service to individuals from diverse backgrounds and skill levels.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree (BA or BS) from an accredited college/university in a related field of study and five (5) years of related web publishing experience.
- This individual has proficiency in Microsoft FrontPage, Photoshop, Image Ready, Illustrator, and Flash.
- They will have a working knowledge of html, and web based design experience a must.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name