



Position Title:	Web Project Manager	Job Code:	3515
Reports To:	Information Architect	Job Group:	PENC
Department:	Web Services	Salary Grade:	14
Prepared By/Date:	Andrew Seaga/4-28-2009	FLSA Status:	Exempt
Approved By/Date:	Andrew Seaga/6-22-2009		
Revised:	Jennifer C. Brito/6-22-2009		

Summary:

The Web Project Manager is responsible for coordinating multiple projects from initiation through post-launch implementation and maintenance, and directly communicating project status with clients, team members, and management.

Essential Duties and Responsibilities:

- Communicating directly with clients to define and implement website requirements.
- Coordinating developers and outside resources in the development of approved site or application requirements from project initiation through post launch phase.
- Creating timelines and tracking progress of multiple projects making sure they are on time and on budget.
- Communicating project status to clients, and management
- Providing project estimates

Knowledge, Skills and Abilities:

- Knowledge of website design and development practices
- Knowledge of Internet development
- Knowledge of Adobe Photoshop
- Strong communication and organization skills
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to develop and deliver presentations.
- Ability to serve on task forces and/or committees.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, establish, manage, and modify multimedia programs.
- Ability to supervise and train a group of support staff technicians, including organizing, prioritizing, and scheduling work assignments.
- Ability to analyze new media technology and to identify and/or develop new applications.
- Ability to design, test, and implement non-standard computer software to meet specific needs.
- Ability to work in a multi-ethnic and multi-cultural environment with faculty, staff and students.

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

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 in MIS or Computer Science and five (5) years of experience or a Master's degree and one (1) year of experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name