

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Web Applications

BASIC FUNCTION: Under the supervision of the area Associate Vice Chancellor, plans, develops, and maintains all aspects of the RCC district and College web servers, including the overall architecture, software tools, hardware, application development and analysis of related technology; works with other departments, students, faculty, employees, and the community at large. Plan and manage the development of mobile applications compatible with iOS, Android and other mobile operating systems.

SUPERVISORY RESPONSIBILITIES: Supervises and directs Internet Communications Specialist, Senior Graphics Designer, Web Applications Developer.

REPRESENTATIVE DUTIES:

1. Establishes architecture for the District and campus websites.
2. Oversees development, content management and organization of the District and campus web pages.
3. Serves as a technical resource for the technology committees at each college.
4. Develops branding and promotional strategies for electronic publications.
5. Works with Information Services and consultants to integrate and/or create applications with the District website.
6. Works with IMC, Faculty Affairs and Open Campus to integrate their web services and with the District website.
7. Communicates with all departments and committees in the District that requires publication of web-based content and mobile application information.
8. Works with DSPS to ensure all content is Section 508 compliant.
9. Manages District web, database and application servers. Manage posting of mobile applications for access and download.
10. Analyzes web server files to troubleshoot any errors.
11. Creates custom applications and surveys for various departments.
12. Creates content and web applications to support Board of Trustees meetings (board book, board policies).
13. Creates training for software, mobile applications and web-based forms.
14. Manages the web project team for graphics, content and database integration.
15. Reviews new hardware, software and technologies related to the Internet and communications.
16. Participates in local, regional, and state activities to promote the District and the Community College movement.
17. Serves as a member of the Management Leadership Association.
18. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
19. Performs other related responsibilities as may be assigned.

EDUCATION: Bachelor's degree from an accredited institution in Computer Technology, Web Development, or related communications field is required.

09-01-09

Revised 07/01/12 – Title Change; Revised 07/01/14

EXPERIENCE: At least five years directly related experience in Web site development, management and maintenance of a large Web site, electronic and new media development, and web application integration programming and relational database management is required. Experience in network management, Internet security, mobile application development and e-commerce is desirable. Three years management experience is required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: functions, policies, rules, and regulations of a higher education institute; HTML and graphics development tools, programming methodology and maintenance issues; and responsive design and mobile application development.

ABILITY TO: learn new technologies quickly; understand and independently carry out oral and written instructions; prioritize work assignments; and communicate effectively with administrators, faculty members, employees, students and the public.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, managers and directors, classified staff, faculty, vendors and product representatives.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.