Classification Description

Job Title: **Assistant Director, Web Applications** **Pay Grade** **TD040**

Job Code: **T048** **FLSA Status:** **Exempt**

Job Purpose

This is a professional, responsible, and technical position that assists with the management, design, development, programming, and customization of all the College's internal and external web applications. This position supervises and leads the Web Applications team and plays an integral role in providing expertise and College-wide consulting services in the analysis, development, testing, deployment, and delivery of enterprise web applications.

Responsibilities for this position include leading the Web Applications team, managing web application development and design projects, maintaining existing application, collaborating with project stakeholders to design and develop a solution that fulfills their requirements while maintaining consistent standards of accessibility, usability, maintainability, performance and aesthetic appeal across all of the College's web applications.

General Responsibilities

Essential Functions

Leads the College's Web Applications team; effectively delegates projects and tasks to the appropriate resource and ensures they are completed in a timely manner.

Serves as the liaison for departments and institutional teams; identifies project needs, scope, deadlines and solutions for submitted project requests.

Researches, recommends designs and implements new technologies which may include enterprise applications, enhanced services, custom programming, and third-party systems or services to improve the College's web presence.

Responsible for the maintenance, design, and development of the Colleges web-based applications.

Responsible for all aspects of the College's web-based integrations with third party services.

Ensures web applications are routinely patched and updated.

Works with FSW's Information Security Officer to ensure all web applications are secured, hardened, and up to date with all security updates.

Maintains, updates, and documents institutional web pages on a regular basis according to College specifications based on client requests; reviews institutional pages for mistakes or necessary changes.

Oversees the development, maintenance and implementation of new tiles in the my FSW portal.

Analyzes traffic to website and recommends necessary technical, structural or design changes to ensure end users can effectively utilize College websites and locate desired information.

Ensures the College's websites are optimized for search engines.

Responsible for the branding and layout of the Enterprise Web Applications.

Creates, delivers and manages website development training.

Implements time-sensitive updates to institutional website information from numerous departments.

Responsible for ensuring the College's web infrastructure is continuously improved and trending towards modern platforms and architectures.

Ensures the Colleges web applications remain ADA compliant.

Responsible for publishing emergency notifications to the College website on a timely manner. This may include requests during non-business hours.

Responsible for branding and design of the College's mobile applications.

Responsible for the College's content management systems.

Develops and implements website standards and guidelines.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job- related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Four (4) years of related professional, fulltime work experience. Appropriate combination of education and experience may be substituted.

Knowledge and experience with HTML5, CSS, JavaScript, web programming languages such as PHP, Python and related frameworks.

Experienced in code repositories (e.g. Git), continuous integration systems (e.g. Gitlab), and deployment infrastructure (e.g. Docker Containers).

Experienced in developing and testing across multiple browsers, platforms, and DOM implementations.

Knowledge in developing accessible websites; such as, Section 508, and W3C WAI Guidelines.

Knowledge and experience with front end application frameworks such as Angular, Bootstrap, ReactJS.

Demonstrated ability to utilize personal computer and software such as web development software, image editing software (e.g., Adobe Photoshop, Adobe Illustrator) and Integrated Development Editors such as Atom, Intellij, and WebStorm.

Analog and digital multimedia production experience.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Supervise and effectively delegate projects and tasks.
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 30, 2020. Revised: July 9, 2021, May 17, 2023, and October 24, 2023.