Webmaster

**Definition of Class**
This is a professional position in which the incumbent manages the University websites through design, development, and technical administration. The incumbent in this position provides support to web developers.

**Examples of Work Performed**
Coordinates graphics and multimedia support. Collaborates with campus information providers. Develops prototype sites. Investigates presentation alternatives to capitalize on current HCI research.

Updates and creates Hypertext Markup Language (HTML) files as needed; designs, implements, and maintains supporting content databases; develops programs to automate maintenance where possible and configures and manages server software.

Develops appropriate CGI scripts and Java applets/servlets; creates interactive forms; experiments with new technologies such as web-based financial transactions; and monitors existing interactive applications.

Presents seminars on web technologies; troubleshoots web-related errors; advises on technical issues related to the World Wide Web (WWW) via e-mails, phone calls, and/or walk-ins; and organizes web user groups.

Operates video encoding equipment and video server software. Assists faculty in the development of web-based courseware. Evaluates emerging applications for multimedia development. Optimizes graphics for Web delivery.

Configures the web site for appropriate security; sets up authentication schemes where appropriate; and installs or maintains secure server software.

Installs demonstration versions of web software; compares features between related applications; runs performance analyses on related products; and reads trade journal and on-line materials on technical products.

Determines audiences that the web-site attempts to reach; builds interactivity into the web-site to attract visitors; installs logging analysis tools to determine access rates; and studies other successful web-sites to understand and incorporate desirable features.

Assists in the development of campus web policies. Presents seminars on copyright issues as related to the WWW. Coordinates the Office of Information Technology's (OIT's) response with regard to legal implications and the WWW. Incorporates the university copyright statement on "official" web pages.

Evaluates tools for interfacing with relational databases; installs software to communicate with distributional information systems; creates necessary scripts to extract data and present it via the web; and monitors existing applications.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Designs the overall information flow and user interface for the University web site.
2. Manages information content and supporting software for the University web site.
3. Designs and implements new interactive applications.
4. Supports department web developers in their web development efforts.
5. Exploits multimedia capabilities in the design of the web site.
6. Advises on security, authentication, and e-commerce issues.
7. Evaluates support options (such as HTTP server alternatives).
8. Collaborates with public relations representatives to ensure that the University web site reaches its potential as a marketing tool.
9. Advises on legal issues surrounding the web.
10. Develops appropriate interfaces with other campus information systems.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
  - **Vision:** Requirements of this job include close vision and color vision.
  - **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
  - **Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; talk and hear; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Computer Science, MIS, or related field from an accredited four-year college or university with coursework in Networking, Database, and web-programming technologies.

AND

- **Experience:** Two (2) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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