Job Description

PimaCommunityCollege

Position Title: Director, Website and Web Services

Job Group: Information Technology   Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director, Website and Web Services leads the strategic development and implementation of College web systems to meet College goals for enrollment, marketing, community outreach, student support and engagement, and internal information sharing. Integrates information technology solutions into College web systems to provide intuitive and seamless access to information and services. Directs activity related to the College public website, student/faculty portal, intranet, mobile app and ancillary systems.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs strategic development and implementation of College web systems to meet College goals for enrollment, marketing, community outreach, student support and engagement, and information sharing.

2. Develops and manages web services, tools and infrastructure. Integrates and manages cross-functional information technology solutions to provide intuitive and seamless access to PCC online presence including the College public website, a intranet, mobile applications, and other ancillary systems.

3. Leads teams to identify, acquire, and implement business solutions to meet business needs; Administers and monitors web development to support compliance with federal, state and local laws and regulations, usability requirements, and College standards.

4. Collaborates extensively with College leadership on web strategies and tools to attain College's marketing and digital communication's objectives.

5. Directs content development and management for College web sites and interfaces; Directs the development of design elements for web interfaces.

6. Supervise employees, prioritizes departmental tasks, fine tunes workflow, assigns work, and trains staff.

7. Manages RFP processes and contracts with external vendors.

8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems

2. Knowledge of server administration, system security, and network design

3. Knowledge of project management principles, processes, and techniques

4. Skill in current and applicable computer programming languages relative to the assignment

5. Skill in organization, coordination and management

6. Skill in people leadership and supervision

7. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills

8. Ability to adapt to a rapidly changing technical environment

9. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Digital Communication, Information Technology or a closely related field of study required.
- Master's degree in Digital communication, Information Science, or a closely related field of study preferred.
- Five (5) to eight (8) years of related experience with managing large scale websites required.
- Eight plus (8+) years of related experience preferred
- Three (3+) years of supervisory experience required

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours