

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Library Network/Web Development

BASIC FUNCTION: Under the supervision of the area manager, responsible for the seamless integration of the District's library administrative systems and instructional media technology. Responsible for the development, design, installation, configuration and maintenance of web content for the college website as well as the library administrative system.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Establishes architecture for the campus websites.
2. Develops and maintains SharePoint Modules and Web Parts for internal and external use.
3. Provides SharePoint support and documentation for the college.
4. Works with project teams to develop templates and applications.
5. Develops static and dynamic web content for college and faculty web sites.
6. Designs and implements program test scenarios for quality control purposes.
7. Develops branding and promotional strategies for electronic publications.
8. Assists in content management and maintains up-to-date information on department-level websites.
9. Provides statistical and informational data using database query and reporting tools.
10. Installs, configures, manages, and monitors Library IT Services including DHCP, Directory services, shared storage resources, and server resource security.
11. Supports users' environment in information technology.
12. Maintains and provides network resources and infrastructure in the production environment.
13. Maintains records of work and documentation including installation procedures for server applications and procedures for client workstation connectivity to server applications.
14. Performs operation tasks on network servers and their operation systems for academic and administrative applications running on library servers.
15. Provides technical support for faculty, staff and students.
16. Provides INNOPAC systems administration, networked and stand-alone database applications programming hardware and software acquisition, and end-user technical support for networked and stand-alone computer systems, OCLS cataloging and interlibrary loan system, and the library administrative systems.
17. Manages the creation, maintenance, and revision of the library's website, EZProxy server. Maintains smooth and consistent access to the INNOPAC, library website, EZProxy server, and digital repository server.
18. UNIX script programming to automate tasks in the servers.
19. Installs, configures, manages, monitors, and troubleshoots MySQL database server.
20. Installs, configures, manages, monitors and troubleshoots Apache Tomcat web application server, JAVA Servlet Engine, and the DSpace Digital Archive application server.
21. Investigates new technologies and makes recommendations related to Web security, programming, and development.
22. Plans, designs, and oversees the installation of telecommunications equipment, audiovisual presentation systems, and IP based solutions for District facilities and new initiatives.
23. Ensures coordination between IT/AV consultants, technology vendors, IS staff, and discipline coordinators for new projects.
24. Provides leadership in the use of computing and audiovisual resources for teaching and learning; collaborates with Library and Instructional Media Center management and staff to incorporate new software and computing methods.
25. Assists in the design and maintenance of Library web pages, developing integrated web-based tools and functions,

July 1, 2014

- and manipulating images and text.
26. Oversees and monitors the performance of the Library/Learning Resources LAN, WLAN, WAN, network segment, Internet, and/or Intranet systems; provides recommendations for improving network performance and upgrading equipment.
 27. Meets with vendors who provide service to the Library/Learning Resources network equipment, microcomputers, servers, storage arrays, and audiovisual equipment.
 28. Writes documentation and participates in planning and implementing new services and procedures.
 29. Reads trade magazines and technical manuals, and attends conferences to remain current in new developments and technologies.
 30. Participates in District-provided in-service training programs.
 31. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
 32. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in computer science or related field is required. Additional qualifying experience may be substituted for the bachelor's degree on a year for year basis with one year or full time experience being equal to 30 semester or 45 quarter units of coursework. Master's degree in Computer Science is preferred.

EXPERIENCE: At least three years of directly related experience in Web site development and maintenance of a large web site. At least three years practical experience demonstrating the necessary skills and experience with computer networks (including wireless) are required. Microsoft and/or Cisco certification is preferred. Experience with audiovisual equipment, presentation technology, and streaming media delivery systems are desired.

LICENSES/CERTIFICATIONS: Microsoft and/or Cisco certification is preferred.

KNOWLEDGE OF: Operating systems (Windows 2000, Windows XP, Windows NT, Windows Server 2003, Unix); desktop software applications (Microsoft Office, Internet browsers, and mail programs); network applications, standards, and protocols; computer hardware (motherboards, processors, memory, monitors); network hardware (HP servers, Cisco networking equipment, UPS). Software development life cycles, relational databases, content management, Internet Security/authentication methods, US Rehabilitation Act Section 508 accessibility standards, FTP, Adobe Suites, XML, JAVA, CSS, JavaScript, Web services, JQuery, Prototype, XHTML, ASP.NET, PHP, and PERL.

ABILITY TO: Identify and diagnose problems before and after they affect system/network performance; work independently and as a member of a team; interface with staff and foster communication. Learn new technologies quickly; understand and independently carry out oral and written instructions; prioritize work assignments; troubleshoot system problems; identify and resolve system errors and problems.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: District staff, outside vendors, and consultants.

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.