NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Webmaster

Department: Advancement
FLSA Status: Exempt
Grade/Level: Admin/Prof

Job Status: Full Time
Reports To: Director of Marketing and Public Relations

Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

PURPOSE:
The webmaster is responsible for the appearance and content of NTCC’s Website (www.ntcc.cc.tx.us). The webmaster works closely with individuals responsible for all areas of the website and coordinates all additions, corrections, and training associated with it.

MAJOR RESPONSIBILITIES:

- Assist each department on campus with the development of its sub-web. This is to include one-on-one counseling as well as group workshops.
- Maintain the consistency, uniformity, and professionalism of NTCC’s Website.
- Update and/or monitor all pages, including all sub-web pages, to keep all information current.
- Design and maintain NTCC’s homepage and administer links to all sub-webs from the homepage.
- Keep abreast of current technology and incorporate new ideas and functions into NTCC’s website to keep the site up-to-date.
- Coordinate with the public information officer.
- Serve on the Technology/Website committee.
- Perform other duties as assigned.

POSITION CHARACTERISTICS:

- Current knowledge of HTML programming, Microsoft FrontPage, and graphic design, as well as an understanding of NTCC procedures and policies relevant to maintaining website standards
- High level of original thinking and creativity
- Self-starter, able to prioritize and organize work assignments and able to work with a minimum of supervision
- Interpersonal skills to work effectively with departmental web administrators.
MINIMUM EDUCATION / SKILLS REQUIREMENT:

- Associate degree preferred.
- Experience in graphic design preferred.
- At least two years successful experience in advanced HTML programming.
- At least two years successful experience in advanced Microsoft FrontPage programming.
- Also required: Strong interpersonal skills and ability to work well and communicate with others. Strong organizational and problem-solving skills and be self-motivated and able to work without constant supervision.

SIGNATURES:

____________________________________  __________________
Webmaster                                Date

____________________________________  __________________
Director of Marketing and Public Relations Date

____________________________________  __________________
Vice President for Advancement            Date

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President                                Date

Job Description developed:  2/2001
Reviewed:  2/2012
Revised:  2012
Preparer: