



Non-Instructional Position Request Form
2014-2015

Position Request #1
Range 47

Division/ Unit: Institutional Advancement/ Technology

Position Classification Requested: Webmaster (3CLR20)

Please indicate if this is a request for / to:

- Fill a currently vacant position (Must attach District job description; see Sharon Davidson for assistance)
- Increase of an existing position (Must attach District job description; see Sharon Davidson for assistance):
 - from: 9, 10, 11 month to: 10, 11, 12 month
 - from: _____ % to: _____ %
- New position (Must attach proposed job description):
 - # of 40 hours per week, # of 12 months per year

For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost: (assume step 1 for vacant position)	\$ 62303.	**NOTE** Full time – 20 (50%) to 40 (1.00%) hours per week Regular Hourly – 18 (50%) hours or less per week
Estimate Benefits Cost: (50% of salary)	\$ 31151.	
Total Cost for Position:	\$ 93454..	

10/22/14 SD
SD Review / Date

Justification:

Why is this position necessary?

The college webmaster position has been vacant and unfunded since 2011-12 due to resignation and the California Great Recession. The college's website is the primary means of ongoing outreach and information to students and the tri-valley community. Now that Las Positas is back in a growth mode it is important that the college website be enticing, easy to maneuver and locate desired information, and showcases the college's strengths. It's critical that the college have a full time webmaster that is available to work with faculty and staff to create polished web pages and design and maintain a website that reflects a quality learning-centered institution.

What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and Accreditation Recommendations?

The Webmaster is a position that supports all programs on campus by providing support for maintaining a web presence that informs our community/ students. In the 2010-2015 Strategic Plan, Institutional Advancement is listed as one of the 10 major goals. A strategy within that goal is "Maintain an attractive, dynamic, accessible website that is arranged for optimization and ease of content management." The College President has also listed as an operational goal for 2014-15 to "Redesign and repurpose the college website."

Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?

There is an office in the Technology Building that was utilized by the previous Webmaster.

What is the consequence of not funding the position?

Like most technology, website design also evolves with new features and functionality to reach your potential customer and keep existing customers returning. By not funding and hiring this position back when the previous Webmaster resigned, the college website has been in "maintenance" status and has fallen behind today's expectations for web design. In keeping with the President's operational goal of redesign and repurpose, this position needs to be filled on a permanent basis so that this process can begin and not continue to lag behind or fall off-track again.

What alternative approaches have been considered in meeting the programmatic demands of this request?

Individual departments are now solely responsible for maintaining web pages that pertain to their area. In most cases this is limited to using Contribute to update "existing" content. The District ITS Help Desk has assisted college staff with using Contribute content management software.

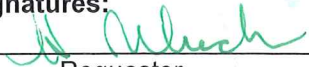
How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?

Having a skilled Webmaster will allow the college to revitalize the website; add new pages to announce programs that have been developed to engage and support student involvement and success; and provide a front door that encourages our community/ students to come see what we have to offer.

What other personnel currently provide support to this program and these students?

The District ITS Help Desk/ Webmaster has been assisting college staff with questions regarding using Contribute software, creating Contribute accounts and training staff on using Contribute as stop-gap for not having a college Webmaster.

Signatures:



Requestor

Dean/ Unit Administrator

Vice President

Completed requests are due to your division Dean by the end of business on October 13. After review at the Division meeting on October 15, please forward to your respective Vice President. Completed requests are due to the Administrative Services Office by October 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on November 6.

CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

WEB MASTER

DEFINITION

This position, under the general supervision of the Dean of Technology and reporting to the Instructional Technology/Open Learning Coordinator, is a technical support position with responsibility for technical support for the design and maintenance of the College web site. This classification requires extensive knowledge of computer software, network client and server support, and WEB technical assistance. This position requires frequent interaction with faculty, instructional computer personnel and staff, administrators, and District ITS staff. Public contact is extensive and involves conferring with users, potential web-page owners, vendors and staff about programming and web design and content needs. A high degree of independent judgment is required to create original designs and concepts, and to interpret policies and regulations which apply to the work.

REPRESENTATIVE DUTIES

1. Design and maintain the College home web page and subordinate pages;
2. Deploy new web page technologies;
3. Provide technical and design support for College faculty and staff in the development of web pages;
4. Provide training to College faculty and staff in web-page design, graphic arts and multimedia;
5. Work collaboratively with faculty, staff and administration in the technical implementation and maintenance of the College web pages;
6. Provide liaison with District ITS staff and college faculty and staff regarding links to program and area-specific web pages;
7. Ensure that all College web pages are accessible to students with disabilities;
8. Stay current in technologies related to web-page design, graphic arts and multimedia;

9. Provide support to faculty and staff for any technical issues that arise regarding web
10. Demonstrate an attitude of service toward those who come in contact with the service area;
11. Perform other job-related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Web-page design principles, practices, trends and techniques;
2. Programming languages used to design and maintain web page such as Dreamweaver, FrontPage, GoLive, Photoshop, Fireworks, Illustrator; Flash, Director, QuickTime, Real Media, HTML and Java Script;
3. Learner characteristics for the diverse population served by the community college;

Skills in:

1. Verbal and written communications;
2. Designing with web development software, graphic design software, and multimedia software; HTML programming and Java Script;
3. Coordinating and working with multiple projects with similar completion timelines;
4. Designing and implementing web site from original ideas and from the ideas of others;
5. Working on Windows and/or Macintosh platforms;
6. Troubleshooting hardware, software and equipment configuration problems, especially with combinations of equipment;
7. Documenting procedures and programs;
8. Working within budget restrictions.

Web Master

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Education and Experience:

Equivalent to completion of a Bachelors' degree in multimedia, graphic arts or a related field AND one year of experience as a webmaster OR two years experience in web site design OR an equivalent combination of education and experience which indicates possession of knowledge and skills required.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

Adopted by Board of Trustees on April 17, 2001

Effective: March 22, 2001

Job Family: ParaProfessional

(p:/Webmaster)