

RANGE N09

**JTC NO. TWZ
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Web Collaboration and Publication Manager

DATE PREPARED: Fall 2012

DATE REVISED: Spring 2017

GENERAL SUMMARY: A senior level position responsible for leadership and management of the district's web-based content management and collaboration systems, to include maintenance of a strategic plan for their use to enhance and expand both the District's Internet and Intranet presences. Leads and supervises the staff responsible for its ongoing operations and application development in support of authorized initiatives.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for providing district-wide leadership in the use of the district's content management and collaboration systems to advance the district's mission through delivery of information publication, communication, and collaboration services.
- Responsible for managing centralized content management and collaboration systems, to include coordination of infrastructure maintenance, access management, interactive web development, and database management.
- Responsible for leading the design and implementation of publishing and collaboration site collections of information.
- Responsible for design and implementation through the integration, aggregation, and publishing of information from external systems.
- Coordinates with district and college senior leadership to establish strategic plans for the infrastructure, operations, and implementation of centralized web publishing and collaboration systems serving public and internal audiences at the district and college levels.
- Co-Chairs District-Wide web team.
- Represents District IT at meetings and conferences.
- Maintains awareness of the literature related to the Internet, web publishing and collaboration platforms as well as emerging trends and technologies.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Designs and leads ongoing development and testing with emerging web publishing and collaboration technologies, determining how new tools and technologies will be integrated with existing systems and services.
- Responsible for development of web applications and services for the publishing and collaboration platform that meet relevant compliance mandates to include accessibility and information security.
- Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is an Associate District Director, Information Technology; second level supervisor is the District Director, Information Technology.

PHYSICAL EFFORT REQUIRED:

May be required to lift and move materials and equipment weighing up to 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree and five years of project management experience in a Web production, content, and/or creation environment or Associate's degree and seven years of project management experience in a web production, content, and/or creation environment. Must have three (3) years of demonstrated supervisor experience of full-time staff. Advanced knowledge of HTML and current web programming platforms, Web servers, and Internet technology. Advanced knowledge of Microsoft Windows Server, Microsoft Office SharePoint Server, and other current web server technologies. Advanced knowledge of SQL and UniData databases. Advanced understanding of interactive web applications. Advanced demonstrated ability to document project management activities. Advanced excellence in presentation skills. Advanced ability to effectively communicate with individuals from diverse backgrounds. The ability to provide quality customer service. Official transcripts will be required. The ability to provide quality customer service. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***