Job Title:	Web and Business Solutions Manager	**Wage/Hour Status:**	Exempt
Reports to:	Director Technology Services Applications	**Pay Grade:**	507
Dept. /School: IT		**Date Revised:**	October 29, 2020

Primary Purpose

Manage the aspects of Web systems (public websites, intranet and extranet) including design, release, infrastructure and maintenance. Plan, organize, direct, improve and control all activities associated with the assigned Business Systems functions. Successfully meet IT customer requirements through the effective planning and managing of the business systems that support assigned functions. Coordinate with the web development team, business systems group, student systems group, customers and technology vendors to maximize opportunities in the District's Web-based presence. Familiar with a variety of the field's concepts, practices, and procedures. Rely on extensive experience and judgment to plan and accomplish goals.

Qualifications

Education/Certification

Bachelor's Degree in Business Administration, Computer Information Systems, Education, or other related field

Special Knowledge/Skills

- Extensive experience in managing web servers, web hosting software and web development environments
- Extensive experience in developing web enabled applications and web content management tools, and the use of HTML, XHTML, PHP, Javascript, XML, Perl, C/C++, CGI, MySQL and/or SQL
- Extensive experience in current Internet standards, including accessibility standards and requirements, W3C standards, Web browsers and browser specifications
- Extensive knowledge of Web page authoring tools and procedures (HTML, Adobe Photo Shop, XML, Java Script)
- Extensive knowledge of networking technologies, including security and encryption on the Internet, and networking concepts
- Experience with database integration, database management and DB usage and optimization
- Extensive knowledge of the LINUX operating system, Web Application Server Technology, and Apache Web Server capabilities
- Ability to learn new Internet and authoring technologies relevant for web site development and web hosting
- Strong organizational, communication, and interpersonal skills

Experience

Five (5) years' experience working on or coordinating the phases of the web development lifecycle, including hardware and software web infrastructure and security
Five (5) years supervisory experience

Major Responsibilities and Duties

1. Work closely to coordinate all phases of the web development lifecycle with the Web Development team, Business Systems Group and Student Systems Group.
2. Work with internal end-users and business units to understand functional needs.
3. Develop and implement policies and procedures for the district's web applications unit.
4. Review project specifications and ensure that web developers and designers meet project goals accurately and timely.
5. Identify application-related problems and recommend solutions.

Web Software Development

6. Design, develop, and implement software packages for web sites.
7. Troubleshoot debug implemented software code.

Web System Administration and Security
8. Install, configure, and monitor web servers and perform server backups to ensure maximum user accessibility to the district's websites.
9. Research, evaluate and implement new or improved software and hardware technologies related to web development and web hosting.
10. Monitor site traffic and assist to scale the district's web infrastructure and capacity to meet traffic and performance demands.
11. Responsible for designing, implementing, researching, and maintaining web security measures to support the information and data security needs of the district's web presence.

Other
12. Comply with policies established by federal and state law, State Board of Education rule and local Board Policy Plan, manage and prioritize all project work for the Business Systems Group.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities
Hire, train, supervise, assign, and evaluate assigned staff required to maintain maximum performance of District web and business systems.

Physical and Mental Job Requirements
Mental Demands/Physical Demands/Environmental Factors
Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Occasional prolonged and irregular hours.

Terms of Employment
226 days; salary to be established by the Board of Trustee

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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