



**University of Texas at El Paso
Job Description**

Job Code: 9877
Job Title: Webmaster
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Develops, organizes, and manages Web sites.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Develops technical architecture of Web sites including scripting, database design, and user interface design.

Administers, maintains, and oversees the design and development of a comprehensive web site and continuity among directly related web sites; refreshes Web site content to ensure accuracy and timeliness of information and images; integrates new technologies into Web site.

Coordinates the implementation and administration of on-line programs and services.

Ensures compliance with applicable policies on web site usage, security, and standards.

Recommends electronic reference resources and database related services.

Adapts conventional information resources to Internet purposes, using web applicable language skills.

Troubleshoots and provides problem resolution to users on the use of web applications and in the use of computer technologies.

Updates web maintenance hardware and software.

Evaluates new web client technologies and web applications.

Conducts research and recommends web-based applications.

Develops reports for performance assessment.

Stays abreast of industry trends and all applicable technologies, including scripting, security issues, authoring tools, graphic design tools, and new languages.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.



Minimum Experience required: Two years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.