

**Fort Scott Community College**  
**Position Description IS04**

**NAME:** **JOB TITLE:** Web Developer/Online Accessibility  
Coordinator  
**DIVISION/DEPARTMENT:** Information Support Services  
**RESPONSIBLE TO:** Director of Information Technology  
**MONTHS PER YEAR:** 12 **HOURS PER WEEK:** Exempt **UPDATE:** 10-05-18

**CREDENTIALS/EDUCATION:**

- Associate's Degree in related field or equivalent experience required; Bachelor's Degree is preferred.
- Knowledge of Disability Law, with regard to higher education, specifically to ADA Section 504/508 as it pertains to accessible online content.
- Knowledge and experience with accessible web design, principles of universal web design and an understanding of accessibility issues related to emerging web technologies, multimedia and online learning environments (WCAG 2.0 A, AA, and AAA).
- Working knowledge of the capabilities and limitations of web browsers, including Mozilla Firefox, Chrome and Microsoft Internet Explorer/Edge; and of web server platforms – specifically Linux Apache Webservers and Windows Server 2012/2016 with role Internet Information Services (IIS) and the Drupal CMS platform.
- Ability to utilize HTML, ASP.Net, JavaScript and other web-based languages or scripting.
- Understanding of the capabilities and limitations of scripting software.
- Well developed interpersonal and communication skills in both oral and written form.
- Understanding of and commitment to Continuous Quality Improvement.
- Ability to manage and maintain a Web Server.
- Recent experience using Visual Studio (various versions), Photoshop, and Illustrator preferred.
- Familiar with data storage and retrieval in SQL Server and/or Access Database Technologies.
- Proficient in using the .NET framework and the C# (c sharp), or C++ programming language (C# preferred). Examples of applicable work may be requested / provided.
- Knowledge of accessibility requirements pertaining to online content delivery, websites and social media.
- Experience with networking protocols such as TCP/IP, Ethernet connectivity, network connections, and other protocols central to the use of the Internet is a plus.

**MAY BE REQUIRED:**

With or without assistance: ability to sit or stand for extended periods of time; ability to move freely around campus and other locations; ability to communicate both in person and by telephone; ability to speak clearly; mental capacity to make decisions and follow through with directions; ability to follow safety and security practices; ability to lift up to 75 pounds and bend, stoop, and reach as required to perform responsibilities; ability to perform keyboard functions.

**JOB PURPOSE:** The Web Developer/Online Accessibility Coordinator is responsible to the Director of Information Technology for the design, development, maintenance, implementation, and user training for the College's Web sites and other online content. This includes maintaining accessibility requirements that are defined by the Americans with Disabilities Act with regard to Section 504/508 compliance for online content.

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## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Work with the Strategic Communications Department in developing a consistent design for the web pages in order to present a professional image of the institution.
2. Actively solicit information from all areas of the College to develop and maintain the content of the site.
3. Actively implement web site changes and updates to both an external Internet and an internal Intranet as needed.
4. Regularly perform accessibility audits on all website content, including those related to online course delivery and evaluate performance of a department's accessibility design.
5. Maintain the web server(s) to insure that it meets the requirements of the web site as well as provide maximum reliability and network security.
6. Work with the Director of Information Technology to develop secure methods of accessing information from the administrative databases.
7. Write and interpret technical specifications for the items required for future web operations.
8. Develop methods of measuring the effectiveness of the site by tracking its usage. Regular monthly reports may be requested by Administration.
9. Assist faculty members or program sponsors in the development of content for the pages of the website that are devoted to Academic Departments or Programs.
10. Must be punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
11. Must maintain courteous, professional and effective working relationships with employees, vendors and/or any other representatives of external organizations.
12. Perform other related, similar or logical assignments assigned by the Director of Information Technology, serve as an additional technology support team member when needed.
13. Comply with all College policies and procedures.
14. Occasional overnight travel to professional development conferences and training sessions.
15. Other duties as assigned.

Reviewed by Employee: \_\_\_\_\_

Signature

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Date

All job descriptions are subject to revision based on changing needs of the college.