



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
INTERNET SERVICES SPECIALIST	CLASSIFIED	GRADE: Q MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY/2005 Classification Review		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, coordinate and support the development, maintenance and administration of the District's Internet and intranet services; promote a positive image of the District and its services via the website; provide technical and training advice to end-users; and perform related work as required.

**SCOPE:**

The Internet Services Specialist develops overall structure, functioning, security, and performance of District Internet/World Wide Web; establishes user accounts for faculty, staff, and students for the District intranet system; performs system upgrades; and develops systems software.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Installs, tests, upgrades and maintains web server hardware and software; maintains and upgrades all program code on the system.
2. Designs, programs, tests, debugs, and implements programs to meet user requirements.
3. Manages components such as Domain Name Service (DNS), Listserver, and Newserver to deliver information to users via the world wide web.
4. Establishes and maintains user accounts and passwords for electronic mail system.
5. Monitors and maintains system security and functionality; ensures systems integrity.
6. Designs, edits and maintains web pages.
7. Monitors the electronic mail system for errors and system loads.
8. Trains and guides users in the use of the Internet, intranet, and related components; provides technical support and assistance.
9. Maintains current knowledge of emerging computer and Internet technologies and products.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Interact effectively with all areas of Computing Services department; work effectively with diverse groups of technical and non-technical users; perform complex technical tasks accurately and within defined deadlines; give and follow oral and written instructions; learn new technologies quickly and implement new hardware and software solutions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

**EMPLOYMENT STANDARDS (Continued):**

**KNOWLEDGE OF:**

Principles, practices, and technologies of computer operations, programming, and systems analysis; operating systems such as UNIX, Windows, programming languages such HTML, Java Script, Perl and PHP; use of microcomputer and network hardware and software; website design and development; Internet resources such as web pages and electronic mail.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

An associate's degree in Computer Science, or related field and demonstrated knowledge of computer operating systems, network design and engineering, programming languages, and microcomputer software.

*Experience:*

Prior experience in website design, presentation packages, and mark-up languages preferred.

**SPECIAL REQUIREMENTS:**

Position requires prolonged video display terminal viewing and extended sitting.