

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Web Support Technician

Job #07-175

Closing Date: 05/04/07

The Foothill-De Anza Community College District is currently accepting applications for **Web Support Technician, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Supervisor, Technology Resources Group, design, code, implement and maintain internet and intranet web pages and applications. Code programs to help present information in usable format. Provide technical support to users. Responsible for programming, implementing and maintaining web sites using college and District technology standards and established guidelines for 508 and ADA compliance. Assist in programming, installing, configuring and maintaining web applications such as list serves, blogs, forums and databases. Meet with staff to address technical, usability and accessibility issues for web sites and applications. Maintain backup and restoration process for web servers. Support standards and policies for web page development and usage. Document all technical guidelines for web sites and web applications. Generate usage reports for campus owned systems. Maintain awareness of ongoing opportunities in the use of the Internet to keep others informed and to improve the use of Internet technology for college communications and services. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree supplemented by college course work in Web development or computer science.
3. Two years of Web page development including HTML, PHP, JavaScript, and CSS.

In addition, successful candidates will demonstrate the following:

1. Knowledge of the principles, practices and techniques used in web-based design and applications programming as it relates to usability and accessibility.
2. Knowledge of web servers, Internet protocols (such as TCP/IP and DNS), and site management tools.
3. Knowledge of database design concepts and Internet database protocols using MySQL and FileMaker Pro.
4. Knowledge of common server operating systems, such as Linux, Windows Server and Mac OS X Server.

5. Ability to code web pages using HTML, PHP, JavaScript, and CSS.
6. Ability to assist non-technical users with web page maintenance using software applications.
7. Ability to use image/picture/graphic manipulation software such as Adobe Photoshop to appropriately optimize and perform minor alterations of images and graphics for Web use.
8. Ability to communicate effectively with staff, users and management on technical and non-technical issues.
9. Ability to work independently and as part of a team.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Web Support Technician.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$4,671.42 per month plus benefits; level N-54

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

-OVER-

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>