

Job Summary:

The Web Administrator will develop and maintain web content and design to ensure that the assigned website is functional, accurate, and up to date.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Develops, creates and maintains websites in collaboration with the members of the steering group, the club sections.
- Reviews web content, links, and design; provides necessary updates and enhancements in a timely manner.
- Monitors site security; reports suspected or actual security breaches.
- Implements appropriate security measures when appropriate.
- Identifies useful site performance metrics; collects, tracks, records, compiles, analyzes, and reports site usage data.
- Conducts user testing and use analysis to assess usability and effectiveness of site; recommends improvements based on analysis.
- Discusses, analyzes, reviews, and resolves usability issues in conjunction with one.com support teams.
- Communicates with site visitors and users regarding site updates, anticipated and unanticipated downtime, and resolution of bugs and outages.
- Drafts, documents, and implements backup, recovery, and business continuity plans.
- Maintains knowledge and expertise in web design and development;
- Performs other related duties as assigned.

Required Skills/Abilities:

- Understanding of website design and administration.
- Analytical and problem-solving skills.
- Verbal and written communication skills.
- Organizational skills and attention to detail.
- Knowledge of Microsoft Office Suite, Adobe Creative Suite, and other related software.

Education and Experience:

- Basic computer/web knowledge