

## **Exchange Bank Position Description**

<b>Position Title:</b>	Web Technical Administrator	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Technical Services	<b>Grade:</b>	311
<b>Reports To:</b>	Network Manager	<b>Revision Date:</b>	August 2006

### **POSITION SUMMARY:**

Design, create and maintain websites and web applications in a client and server environment.

### **ESSENTIAL FUNCTIONS:**

#### Web Development and Support: 90%

- Build and maintain custom websites and web applications to support Bank operations
- Administer existing vendor supplied web based applications.
- Work with vendors and consultants that provide web applications or content.
- Work with LAN Administrator to develop backup plans for web servers.
- Migrate Microsoft applications to web front end applications
- Work directly with the Database Administrator to support applications that utilize web and SQL technologies.
- Evaluate and recommend hardening of all IIS servers.
- Evaluate and recommend performance tuning policies on all IIS servers.
- Maintain current file and directory structure and security.
- Perform network integration functions as required.
- Monitor and test LAN backups and procedures relevant to websites and web applications.
- Respond to trouble calls from the Bank's Help Desk.
- Maintain VirusScan software updates and Exchange Server user database.

#### Non-Essential Functions: 10%

- Perform special projects and research as assigned.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

None

### **MINIMUM QUALIFICATIONS**

#### Core Job Specific Competencies:

- **Accuracy / Quality:** Achieves a high standard with work processes and outcomes; completes tasks with a concern for all the details involved; monitors and checks work for precision, clarity, and completeness; produces quality results.
- **Analytical Thinking:** Divides an object or issue into its component parts in order to understand how they interrelate; recognizes cause and effect relationships; considers several explanations/plans and makes logical conclusions.
- **Continuous Learning:** Takes responsibility for own learning and development by acquiring and refining of technical and professional skills needed in job related areas; proactively seeks performance feedback and identifies approaches to improve own performance.
- **Customer Service:** Provides internal and external customers with the products and services that match their needs in a timely, efficient manner; follows up on customer complaints, questions, and requests.
- **Flexibility/Adaptability:** Understands that the work environment is constantly changing and adjusts own approach and behavior accordingly; adapts to new ideas and initiatives across a wide variety of issues and situations; recognizes and responds quickly to shifting opportunities.
- **Problem Solving:** Develops actionable recommendations based on an understanding of trade-offs; commits to action after identifying alternative methods that are based on logical assumptions and information; takes into consideration resources, constraints, organizational values, and changing environments.
- **Technology:** Uses automated systems or tools to simplify, improve, and increase efficiency of work processes; embraces and adapts to changes in technology.
- **Verbal Communication:** Expresses ideas effectively in individual and group situations adjusting style and methods to meet the specific needs of the audience; attentively listens to others to gather data and paraphrase meaning to verify understanding.

#### Knowledge, Skills and Abilities:

- Thorough knowledge of Microsoft Operating System functions.
- Thorough knowledge of ASP.NET, C#, VB Script, Java Script, HTML, XHTML, XML, T-SQL, and Stored Procedures languages.
- Knowledge of Crystal reporting and Microsoft SQL.
- Knowledge of call tracking and customer support software.
- Skills operating a personal computer including word processing, spreadsheet and presentation software.
- Skills using Microsoft Visio and Project.
- Skills using Microsoft Visual Basic or VB.NET, and C#.
- Skills using web authoring tools including DreamWeaver.

Licenses and Certifications:

- Must maintain valid California driver license
- Microsoft Certified Professional (Server)

Physical Requirements:

- Ability to stand, bend, stoop, sit, walk, twist and turn.
- Ability to lift up to 25 pounds occasionally.
- Ability to use a computer keyboard and calculator.
- Work environment is indoors, majority of the time is spent sitting at a desk.

Education and Experience:

A combination of education and experience equivalent to a bachelor's degree in Web Development or related field; and knowledge typically gained through a minimum of three years experience in web authoring including two years of Microsoft IIS Server experience.

**This position description is subject to change and other functions may be assigned at management's discretion. I reviewed and discussed this position description and understand that it does not represent an employment contract.**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_