Job Description

Job Details

Job Title: Webmaster
Location: UCSB Campus

Job Posting Details

Position Information
Payroll Title: Applications Programmer 2
Job Code: 7299
Job Open Date: 2/4/22
Application Review Begins: 2/22/22
Department Code-Name: ENGR - Dean College of Engineering
Percentage of Time: 100%
Collective Bargaining Unit (CBU): 99 Non-Represented
Grade Type/Grade: PSS / 20
FLSA Exemption Status: Non-Exempt
Work Location: Phelps 2517
Pay Rate/Range: $25.00 - $36.30/hr.
Days/Hours: M-F, 8:00 am-5:00 pm
Benefits Eligibility: Full Benefits

Department Marketing Statement
The College of Engineering at UCSB is noted for its excellence in teaching, research, and service to the community. The college has an enrollment of approximately degree in five disciplines: chemical engineering, computer engineering, computer science, electrical engineering, and mechanical engineering. Graduate degree progr

Benefits of Belonging
Working at UC means being part of this vibrant institution that shines a light on what is possible. People make UC great, and UC recognizes your contributions by makir

Brief Summary of Job Duties
The College of Engineering Webmaster develops, and maintains the web presence for the College of Engineering (CoE) and its departments, institutes, centers, progra development and maintenance of the college's web sites, content management systems, and web applications. Provides web development, planning, search engine op new tools, user interfaces, and applications on the web in a variety of programming languages. Adheres to laws and policies regarding accessibility, security, and data p users as needed. Performs website-related duties in a Linux environment and configures the webserver and databases. Works collaboratively with the ECI team to ens with campus serving architectures.Under the direction of the Marketing Team, identifies and improves the online needs for students, faculty, staff, alumni, the media, ind webdevelopment decisions.

Required Qualifications:
Good knowledge of WordPress or other content management systems .
Proficient with HTML 5.
Experience in CSS.
Experience in Adobe Photoshop.
Problem solver, quick learner, detail oriented and able to meet deadlines.
Good communication skills and reliable.
Good understanding of accessibility and SEO best practice.
Experience with media and social media integration.
Experience with coding in all browsers.
Eye for detail (pixel-perfect coding).
Ability to work independently and as a member of a team.
Possess excellent oral, written, and interpersonal communication skills.

Preferred Qualifications:

Experience with Drupal.

Desire to create best-in-class products and stay on top of the latest web technologies.

Demonstrates initiative and flexibility.

Positive attitude and love working with a team.

Special Conditions of Employment

- Satisfactory conviction history background check.
- UCSB is a Tobacco-Free environment.

Special Instructions

For full consideration, please include a resume and a cover letter as part of your application.

Job Functions/Percentage of Time/Duties

1. Web Development and Design - Essential Duty; 45%, Daily

Develops, programs, and deploys dynamic web sites and web applications for online communication and collaboration. Strong Drupal and related modules skills, (X)HTML Content Management Systems, modules, API's, version control and other technologies and systems to implement these applications. Responsible for project specificati. Must adhere to IS-3, FERPA, and PCI-DSS data security policies. Implements projects to adhere to accessibility laws and policies, such as ADA and Section 508. Integrates websites and applications.

2. Create, Update, and Maintain Website Content – Essential Duty; 20%; Daily

Works with the CoE Marketing Team and other department liaisons to provide content update son various websites. Provides tools and training to allow other users to update appropriate compression and delivery methods for images, video, and sound. Fixes broken links and sets up redirects for moved content. Implements search engine optimization (SEO) including Content Management Systems and databases. Implements or applies routine security updates for web applications. Performs local Documents, reports, and fixes any attacks or security breaches.

3. Website Layout and Design – Essential Duty; 20%; Daily

Creates website layout and graphical design with emphasis on function, usability, and aesthetic appearance. Creates graphical user interfaces for web applications. Creates graphs and manipulates graphic elements while being aware of accessibility issues in design.

4. Web Interface and Schema – Essential Duty; 5%; Daily

Develops and maintains web interfaces and schema to SQL databases holding faculty, staff, and/or alumni information. Coordinates integration of databases with campus websites and applications.

5. Customer Service – Essential Duty; 5%; Daily

Works closely with representatives from various College of Engineering (CoE) units to meet customer design needs. Provides customers with consultation, quotes, and page problems. Records recharge hours and provides monthly recharge billings to the Dean's office. Provides website analytics integration when requested.

6. Other – Essential Duty; 5%; Daily

Performs other duties as assigned.

Pandemic Statement

The University of California is vigilantly monitoring and acting in accordance with all applicable public health directives related to COVID-19. As a condition of employment, individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious) through an online form provided by the University. A copy of this report may also be requested by contacting the UCSB Police Department (call 805-893-3446 or visit 574 Police Services Office, 1150 Santa Barbara St.).

For more information, please visit:

- UC Santa Barbara COVID-19 Information: https://www.ucsb.edu/COVID-19-information

* Covered Individuals: A Covered Individual includes anyone designated as Personnel, Students, or Trainees under this Policy who physically access a University Facility, patient, or an art, athletics, entertainment, or other publicly accessible venue at a Location as a member of the public, is not a Covered Individual.

Equal Opportunity/Affirmative Action Statement

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to characteristic protected by law.

Reasonable Accommodations

The University of California endeavors to make its web-based information accessible to the public. If you need any of the information to be provided in an alternative format, please contact katherine.abad@hr.ucsb.edu. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

Privacy Notification Statement

The State of California Information Practices Act of 1977 (effective July 1978) requires the University to provide the following information to individuals who are asked to sign a form. The form must include the University’s web-based information, modules, API’s, version control and other technologies and systems to implement these applications. Must adhere to IS-3, FERPA, and PCI-DSS data security policies. Implements projects to adhere to accessibility laws and policies, such as ADA and Section 508. Integrates websites and applications.

GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT FOR PERSONS IN THE EUROPEAN ECONOMIC AREA: As part of our commitment to protect a person in the European Economic Area, with information regarding the types of personal information that the University of California’s Human Resources departments supplied on this form are the UCSB Human Resources Office and the Affirmative Action Office.

Notice of Availability of the UCSB Annual Security Report

The University is committed to providing a safe and secure campus environment for our students, faculty, staff, and visitors. In accordance with the "Jeanne Clery Disciplinary Information regarding campus safety and security policies, crime statistics, and resources to current and prospective students and employees. This report includes statistics on campus crime, arrests, and disciplinary actions. The report is available in both printed and electronic formats. A copy of this report may also be obtained by contacting the UCSB Police Department (call 805-893-3446 or visit 574 Police Services Office, 1150 Santa Barbara St.).

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