THE UNIVERSITY OF WYOMING
JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: UW Human Resources.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: WEB SERVICES SPECIALIST/UW LIBRARIES

Reports To: Designated Supervisor

UW Job Code: 3811

UW Job Family: 38 - Computer Professional

SOC Code: 15-1255

FLSA: Exempt

Pay Grade: 24

Date: 10-1-15

JOB PURPOSE:

Design, develop and maintain the University of Wyoming Libraries' main website and manage their strategic use and integration with other applications, databases, and repositories. Work collaboratively with Library and IT personnel and participate in needs assessments to provide user-centered solutions that reflect a thorough understanding of the University community's library and research needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the design and implementation of projects for the University Libraries' websites.
- Manage the continuous development and maintenance of the University Libraries' websites by programming interfaces with databases, repositories and digital collections and incorporating that into the website design and layout.
- Program websites, develop interactive graphics and provide tech support.
- Evaluate statistics and examine usability data and interpret results to design improvements to websites.
- Work collaboratively with other web publishers, content owners and other university constituents. Develop and maintain cohesive client partnerships.
- Maintain highly technical competency and awareness of web publishing trends and make recommendations on future needs.

SUPPLEMENTAL FUNCTIONS:

- Contribute to the development and success of department and division by providing primary and secondary backup during non-business hours for critical university-wide systems, acting as a technical resource by sharing information and educating other IT staff and promoting teamwork throughout the department.
- May be required to attend and/or instruct web team committee meetings for campus libraries.

COMPETENCIES:

- Consistency
- Collaboration
- Attention to Detail
- Technical/Professional Knowledge
- Innovation
- Service Orientation
- Individual Leadership
- Judgment

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced computer operation and network administration.
- Advanced computer programming languages in use in the area.
- Advanced database principles and management.
- Internet/intranet network systems.
- Principles, procedures, and standards of integrated website structuring and design.
- Communication methods and techniques, including social media.
- Emerging trends in technologies, techniques, issues, and approaches in area of specialty.
- Computer applications for website development.
- Current alternatives in available website software and hardware.
- Current authoring languages, editing and authoring tools, and related website technologies.
- Internet operations and functionality, and a wide range of internet programming and design tools.
- Computer graphics development and layout.
- Advanced HTML, web page creation, and website maintenance.

Skills and Abilities to:

- Identify, troubleshoot, and resolve complex computing problems.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Proofread and edit.
- Use computerized page layout and design software.
- Evaluate new and evolving website technologies.

- Plan effective and organized website(s).
- Work effectively with a wide range of constituencies in a diverse community.
- Design/maintain web links.
- Evaluate/enhance website performance.
- Provide graphic support.
- Develop policy recommendations related to website development/usage.
- Translate technical information into user-friendly program documentation.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.