<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th><strong>Web Administrator</strong></th>
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<tbody>
<tr>
<td><strong>CLASS:</strong></td>
<td>Exempt. Reports directly to IT Manager.</td>
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**ESSENTIAL FUNCTIONS:**

- Upgrades websites by consulting with vendors; develops, tests, evaluates, and installs enhancements and new software.
- Administers web projects; gathers requirements from internal staff; defines use cases; develops and tests solution; documents and trains staff on new procedures.
- Secures web system by developing system access, monitoring, control, and evaluation; establishes and tests disaster recovery policies and procedures; completes website back-ups; maintains documentation.
- Writes, and formats web content using Drupal 7/8 to meet staff goals.
- Develops new ways for members to access their data within the Academy’s association management system by consuming their web services via SOAP.
- Maintains existing connections to external vendors via their established APIs.
- Learns and understands the Academy’s business rules and verifies that web systems implement those rules correctly.
- Updates job knowledge by tracking emerging Internet technologies and participating in educational opportunities.
- Interfaces with internal or external clients to troubleshoot web problems, and answers or distributes web trouble tickets.
- Responsible for identifying risks that are associated with projects and communicating them to the appropriate people.
- Software installs for local and server machines as needed for business needs.
- Other duties as assigned.

**Skills and Qualifications**

- Must have at least 2-3 years of Drupal CMS experience; site building experience; working with blocks, views and panels of Drupal to publish and produce content. Must have experience installing and upgrading Drupal modules.
- System Administration, technical understanding and management, provisioning, general programming skills, Internet technology knowledge and experience, virtual server administration, website design, hardware and software end user support.
- Dependability, able to work under pressure and meet deadlines, proficient communications skills a must.
- Knowledge and experience with website tools and technologies; Visual Studio, SQL Server Management Studio, PHP, SQL, VMWare, Drupal, WordPress, JSON, SOAP, jQuery, CSS, Bootstrap, HTML and SharePoint.