Extension Web Team Manager A1500035
University of Illinois Extension
College of Agricultural, Consumer & Environmental Sciences

The Extension Web Team Manager serves as a regular, full time, 12 month academic professional with primary responsibility for providing overall project management and technical expertise for University of Illinois Extension web services including online educational delivery systems and internal business applications. This position will support the educational outreach mission of the University of Illinois Extension.

One full time position is available.

Location: Urbana-Champaign Campus

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

Specific responsibilities of the Web Team Manager are as follows:

- Manage day-to-day operations of the Extension web team, including client consultation and communication.
- Supervise, manage and set workflow priorities for Extension web initiatives, including more than 300 websites and multiple large business applications.
- Regularly consult and communicate with the Director of Information Technology (and technology staff) and Director of Communications (and communications staff) regarding Extension web team initiatives.
- Implement and foster an agile development environment.
- Lead web application development projects from conceptualization to launch - outlining and tracking project milestones including time, budget, and personnel.
- Cooperate with Director of Information Technology and other Extension administrators to set budget priorities.
- Develop site architecture and programming strategy for database-driven websites and web applications and collaborate with programming staff to implement to completion.
- Monitor and manage support for existing web applications and internal systems.
- Work with clients to develop and document web application requirements.
- Establish and maintain metrics/monitoring databases for web, social media, contact management system, and other systems.
- Communicate with Extension campus and field staff about web services, metrics and impacts.
• Assist field and campus units within U of I Extension with integrating new and existing applications into local workflows.
• Coordinate, direct, and oversee the technical development of U of I Extension’s websites, including evaluation.
• Responsible for overall supervision of Extension Web Team staff including: training, conducting performance evaluations, approving time/leave, recommending salary increases, and assigning/reviewing work.
• Oversee the development of new content websites with Extension staff and others as appropriate.
• Develop and implement plans for personal growth and competence.
• Perform other duties and responsibilities as may be assigned by the Director of Information Technology.
• Comply with Affirmative Action Equal Opportunity policies and guidelines in all aspects of University work and responsibilities.

Administrative Relationship: The Extension Web Team Manager is administratively responsible to the Director of Information Technology.

Qualifications:

• Required: Bachelor’s degree from an accredited institution of higher education. Significant project management experience in a multi-client, multi-project web development environment. Three years’ experience in database management, computer programming and/or web development. Experience in building database-driven web applications and developing websites. Extensive knowledge of HTML, CSS, JavaScript, web programming languages, SQL, and a willingness to learn new programming languages and frameworks. Experience in industry standard processes including accessibility issues. Evidence of strong interpersonal skills and teamwork. Strong written and verbal skills.


Additional Information
The position is a full-time, benefits-eligible, non-tenure, academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

Application Procedure: To apply, go to http://go.illinois.edu/A1400035. Log in to your account and upload a cover letter and resume, examples of any websites you are responsible for managing, as well as the names and contact information of three professional references. Transcripts may be requested at a
later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of **February 20, 2015**.

For further information about the position please contact Anne Silvis at asilvis@illinois.edu. For technical assistance with the online application process, call 217-333-6747 or email jobs@illinois.edu.

*Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).*