



**American Samoa Community College  
Management Information System  
EMPLOYMENT OPPORTUNITY**

**Position Title:** Webmaster  
**Employment Status:** Full Time/12 months (Career Service)

**General Description:**

The Webmaster reports to the Information Officer (IO). The Webmaster performs a variety of functions to manage, maintain and provide support for the content of ASCC's entire Internet presence (Internet as well as Intranet) and its users. The Webmaster works closely with the policies and procedures that pertain to the position to ensure crucial information is communicated on the ASCC Website.

**Responsibilities and Duties:**

- Design, monitor, improve, and update content of the ASCC web presence.
- Work with MIS staff to implement features, and provide support to resolve technical issues with ASCC Websites.
- Manage other web presence technologies that may include social media accounts.
- Monitor webmaster mail for ASCC Website inquiries, questions, and/or comments, identifying topics that might be fitting for new sections of the home page, and trends or items that could be of interest to ASCC departments.
- Work with ASCC community, including divisions and committees, to publish information to the website based on ASCC, Territory and federal guidelines.
- Ensure maximum compatibility for device browsers and their operating systems.
- Ensure confidentiality, security and availability as these pertain to the website.
- Work with Network Specialist and System Administrator to ensure that a secure and reliable integration exists between ASCC infrastructure, internal websites and features, as well as external ASCC websites and features.
- Provide documentation for work, procedures, internal awareness training, policies, and guidelines.
- Perform miscellaneous job-related duties as assigned by the IO.

**Required Skills:**

- Coding with Cascade Style Sheets (CSS)
- Coding in HTML and HTML5
- File Transfer Protocol
- Basic graphic design and manipulation.
- PDF management, to include field creation and editing.
- Understanding of federal standards and guidelines.
- Excellent English writing skills.
- Attention to detail and high organization skills.

**Preferred Qualifications / Skills:**

- GIT for revision control with website management
- Web based PHP and PHP Frameworks
- MySQL / MariaDB basic data management and access
- LDAP search queries and structure
- Apache: management for configs, plugins and sites; reverse proxy
- Linux basics: navigation, directory structures and configs
- CompTia Network+

**Minimum Qualifications:**

- Bachelor's Degree in Computer Science from an accredited community or technical college or university, or equivalent combination of relevant education and experience.
- A combination of work experience including training and education, may be substituted for degree and at least four (4) years of Webmaster experience.

**Salary:** \$24,117.00 per annum.

**Application Deadline:** Jan 27<sup>th</sup>, 2019 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 477/335/403 or by emailing Lipena Samuelu at [l.samuelu@amsamoa.edu](mailto:l.samuelu@amsamoa.edu) or [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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