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Job Vacancy Notice

Job Title: IT Senior Associate, Level 2 (Provisional) -Web Development and Systems Administration
Job ID: 19696
Location: CUNY School of Law
Regular/Temporary: Regular

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GENERAL DUTIES

I.T. Senior Associates perform highly complex professional work in technology-related disciplines. While areas of specialization vary, typically I.T. Senior Associates perform a range of work in development/programming, communications, technical support, or similar functions depending on the needs of the Information Technology area to which they report. Work tasks include diagnosing, evaluating, overseeing and resolving highly complex projects. They have wide latitude for independent initiative and judgment and may serve in lead roles on complex programs or projects, and/or serve as a direct supervisor of a unit or group.

I.T. Senior Associates should demonstrate mastery of one or more technology-related disciplines, decision-making ability in situations related to those disciplines, and be able to serve as a resource in these areas. They may contribute to decisions on I.T. policies and technical standards.

This job is in CUNY's Classified Civil Service. The full specification is available on our web site at <http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html>

CONTRACT TITLE

IT Senior Associate

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

CUNY School of Law is seeking a Web Developer and Systems Administrator in the Information Technology Department. CUNY Law is the premier public interest law school in the country. Our motto, "law in the service of human needs," infuses everything we do. CUNY Law's web presence should be in alignment with our mission, vision, goals and objectives, meeting the needs of a diverse group of internal stakeholders (students, faculty and staff) and external audiences (prospective students, alumni, current and prospective donors, social justice community, among others).

Under the supervision of the Executive Chief Information Officer and direction of CUNY Law's Department of Institutional Advancement, with considerable latitude for independent initiative and judgment, the IT Senior Associate will oversee the technical infrastructure of the public-facing web properties for the CUNY School of Law. The IT Senior Associate will be responsible for the administration of a new WordPress system, as well as development and maintenance of custom modules/plugin and functionality as defined by the Offices of Information Technology and Institutional Advancement. This position also serves as system administrator for the WordPress implementation, and as systems administrator for the web server infrastructure. The IT Senior Associate should demonstrate:

- Proven capability in developing and managing a content management system in an enterprise

environment (WordPress required), as well as strong working knowledge of PHP, SQL, JavaScript, HTML and CSS.

- History of working with communications staff to translate desired website user experience into functional WordPress products.
- Passion for public education, and, in particular, our mission of cultivating attorneys who practice law in the service of human needs.

Specifically, the Web Developer and Systems Administrator will be responsible for the following:

- Writing programming scripts to enhance functionality and/or performance of the School's PHP-based content management systems, namely WordPress.
- Consistently writing, translating and coding web software programs and applications according to specifications.
- Administering, maintaining and upgrading web server software including operating system (primarily Linux) and WordPress and plug-in software patches.
- Contributing to the development of web style-sheets (CSS) and other web components.
- Recommending possible technical solutions to clients and senior management based on best practices.
- Analyzing web applications for adherence to PHP, HTML, CSS and Javascript syntax and validation.
- Designing, implementing and maintaining database repositories to support the School business processes and marketing initiatives.
- Implementing disaster recovery and business continuity technologies for website and web infrastructure.
- Evaluating and implementing a standard web development environment, including server containers, code versioning (Git required), virtual machines and development workflows.
- Providing technical support in the creation of web media assets, including PDFs, Word Documents and other elements, compliant with accessibility standards (WCAG, Section 508).
- Programming-to specification-an online calendar solution.
- Performing website content updates as required.
- Providing technical consultation on administering website analytics technologies.
- Working with CUNY's Central Computing Information Systems to deploy and test software, operating system patches and security updates to web servers.
- Providing technical oversight and proper deployment of the software that runs the School's electronic bulletin boards (currently, the Sedna Presenter System and Captivate).
- Implementing and maintaining a digital asset management system for multimedia asset reuse.
- Monitoring server and database performance and integrity on regular basis.
- Other website and IT related tasks as may be assigned.

MINIMUM QUALIFICATIONS

1. High School Diploma, G.E.D., or equivalent
2. An equivalent of ten years of experience post-high school that can be met by one of the following: ten years of full-time work experience in a computer or technology related position; an Associate's degree plus eight years of full-time work experience in a computer or technology-related position; or a Bachelor's degree from an accredited institution plus six years of full-time work experience in a computer or technology-related position
3. Demonstrated English Language proficiency
4. A Motor Vehicle Driver's license, valid in New York State, may be required for some, but not all positions.

This title has three levels. In addition to the minimum qualifications above, To qualify for Levels 2 and 3, additional qualifications, such as education, experience, or certification relevant to the area of specialization are required.

OTHER QUALIFICATIONS

Skills requirements:

At least 6 year's related work experience, including:

- Strong knowledge of MySQL/MariaDB database administration, including security best practices.

- Strong knowledge of WordPress administration, upgrading and troubleshooting, including recommending, installing and configuring appropriate plugins
- Demonstrated experience creating custom WordPress plug-ins to specification
- Strong knowledge of PHP/HTML coding
- Apache and Nginx web server administration
- Linux server administration
- Familiarity with DHCP, DNS, firewalls, and TCP/IP network troubleshooting
- Familiarity with Sed/awk shell to script backups, migrations and scheduled jobs
- Experience working with desktop operating systems and demonstrated experience to troubleshoot such systems
- Some familiarity with VMWare 5.x or 6.x
- The ability to work effectively as part of a team and maintain good relationships with other team members and management.

COMPENSATION

\$92,014

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE

Accepting resumes until January 2, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Information Technology/Technical

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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