State Office of Risk Management
Job Announcement

State Office of Risk Management
POSTING NUMBER: 21-0664
JOB TITLE: Web Administrator I **WORKING TITLE:** Web Systems Administrator
MONTHLY SALARY: $5,179.84
POSTING DATE: August 24, 2021 **DURATION:** Until Filled
LOCATION: 300 W. 15th St., 6th Floor, Austin, TX 78701

GENERAL DESCRIPTION

The State Office of Risk Management (Office) administers the enterprise risk and insurance management programs, continuity of government operations program, and self-insured workers' compensation program for the State of Texas. The Web Systems Administrator is responsible for the design, development, implementation, and maintenance of the Office's internet and intranet presence as designated Webmaster, the Learning Management System (LMS) as technical and subject matter expert, and other communications support and development. This position is a key integrator role for Office outreach and internal communications, and reports to the Director of Public Relations in the Executive Administration Division. As an ideal candidate, you will have: •Experience with creating and maintaining websites •Skill in learning management system (LMS) administration and deployment •Experience with Office 365 including SharePoint, Teams, and OneNote •Skill in planning, organizing, and maintaining diverse information •Desire to be creative and effective in how training content, media, and information are presented •Ability and willingness to work with others in the Public Relations, Information Technology, and other agency departments, as well as external entities and customers •Skill in training others, as needed •Capacity to work independently, under general supervision, using initiative and sound judgment •Positive attitude, sense of community, and a drive to excel.

ESSENTIAL JOB FUNCTIONS

Analyzes web content to optimize UX and maintain compliance for accessibility; recommends changes to improve UX, changes to meet and exceed accessibility compliance, and remediates accessibility and UX issues.
Administers and maintains web applications using knowledge of HTML5, MySQL, PHP, and open source applications based on these technologies (WordPress/Moodle).
Assists in evaluating code to ensure that it is valid, properly structured, meets industry standards, and compatible with browsers, devices, or operating systems.
Writes, designs, or edits web page content that includes the preparation of graphics, text, and tables, as needed.
Oversees or assists with development of e-learning training modules including technical, training, research, planning, policy, program assessment, and administrative activities related to the leaning management system (LMS).
Provides support and collaborates in the planning, development, implementation, analysis, and documentation of online training modules.
Serves as a liaison to staff, client entities, and other identified organizations to explain and provide technical assistance with the website, SharePoint, Teams, and LMS.
Prepares comprehensive reviews of literature, statutes, rules, and/or policies and prepares administrative reports, studies, and specialized research projects.
Reviews and assists in evaluating information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.
Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for procedural or policy changes.
Determine trends and resolve technical problems.
Make recommendations and coordinate activities to produce a more effective program.
May train others.
Support agency initiatives and continuity of operations plans.
Performs related work as assigned
Maintains relevant knowledge necessary to perform essential job functions
Attends work regularly in compliance with agreed-upon work schedule
Ensures security and confidentiality of sensitive and/or protected information
Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Experience and Education
High School graduation or equivalent.
Graduation from an accredited four-year college or university with major course work in a relevant field. May substitute full-time system support experience, web design, web development, LMS development experience for the required education on a year-for-year basis.
Experience with Moodle or other LMS programs.
Experience converting PowerPoint to interactive eLearning modules using native LMS tools, SCORM creation tools (Storyline/Captivate/Camtasia), or embedded tools like H5P.org
Experience and ability to create and maintain WordPress themes and plugins
Experience with creating and maintaining SharePoint and Teams sites.
Mac and PC proficient.
3+ years of full-time experience working in the following (or closely related) fields: information technology, computer programming, web design, graphic design, education.
Knowledge, Skills, and Abilities
Knowledge of training and marketing techniques; and of program management processes and techniques.
Skill in identifying measures or indicators of program performance and in operating computers and applicable software.
Skill in effective oral and written communication { Writing sample will be administered at the time of interview}
Skill in exercising sound judgment and effective decision making
Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to train others.
Ability to receive and respond positively to constructive feedback
Ability to work cooperatively with others in a professional office environment
Ability to provide excellent customer service
Ability to arrange for personal transportation for business-related travel
Ability to work more than 40 hours as needed and in compliance with the FLSA
Ability to lift and relocate 30 lbs.
Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university with major course work in computer programming, web design, graphic design, and education.
Experience with Adobe Creative Suite.
Certification as a Project Management Professional (PMP) or other relevant certifications.
Knowledge of project management theories, adult learning, and curriculum development.
Other Language: Ability to proficiently read, write, and speak English.

TRAVEL

5%

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf.

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