



**Job Title:** Web Administrator II  
**Department:** Information Technology  
**Reports to:** IT Application Manager

**Position Summary:**

This position supports all aspects of the company's web-based applications and systems. This position is also responsible for the support of the company's web servers, including the server that hosts the internal and external versions of the parent company and any managed subsidiary websites. This position also maintains web-based programs that exist on the company's web servers, utilizing the industry standard web-based programming languages for existing and new development.

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**Essential Functions:**

- Maintain and support existing web-based applications
- Perform enhancements to existing web-based applications
- Monitor website traffic and performance and recommend changes to Senior Web Administrator
- Create new web-based applications for all internal business units
- Design and develop web-based, J2EE-based applications
- Manage web server security
- Ensure proper access to web-based applications and documentation is maintained at all times
- Perform routine maintenance of all NMM websites, both internal and external
- Provide support for ensuring uptime and proper functioning of website applications and integration to other systems

**Job Qualifications**

**Education:**



Bachelor's degree from an accredited college or university in Computer Science or related field. Equivalent experience will substitute for degree.

**Experience:**

5-7 years of directly related experience, preferably in workers' compensation or other insurance environment.

**Required Skills/Abilities:**

- Strong analytical and problem-solving skills
- Strong organizational skills
- Ability to build and maintain relationships with technical and non-technical personnel
- Ability to manage multiple tasks simultaneously
- Excellent verbal & written communication skills

**Specialized Knowledge, Licenses, etc.:**

- Java/J2EE/JEE
- PHP
- WordPress
- MS Office (Word, Excel, PowerPoint, Outlook)
- Eclipse (or other IDE)
- Apache
- Ant
- Vi/Emacs
- Linux (preferably RedHat)

**Values and Mission:**

Adheres to New Mexico Mutual's values and mission by demonstrating Service Excellence, Trust, Ownership, One Team and Boldness in thought and action.

**Positive Attitude:**

Develops and maintains positive working relationships with team members, customers, co-workers and management by demonstrating effective communication and collaborative skills.

**Working Conditions:**

- **NEW MEXICO MUTUAL** maintains general office conditions with light physical demands.



# NEW MEXICO MUTUAL<sup>SM</sup>

- Employees of **NEW MEXICO MUTUAL** adhere to all safety rules and regulations including building security.
- Employees participate in ensuring safe and efficient operating conditions that safeguard employees and facilities.
- **NEW MEXICO MUTUAL** maintains a drug free environment; drug testing prior to employment as well as upon a work-related accident.
- Exposure to VDT screens.