



WEBMASTER

GENERAL RESPONSIBILITIES

The position is responsible for the School Division's Intranet.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Create, maintain, and modify web pages on the School Division's Intranet.
- Design and code new web pages and accompanying graphics and multimedia for the website.
- Maintain log of Web postings and provide monthly report.
- Assist in the development of Web standards and practices for schools.
- Provide technical support to departments and school-based intranet webmasters.
- Maintain database of school intranet webmasters.
- Maintain working relationship with school division personnel, COMit Multimedia Services Department and WHRO technical services personnel.
- Assist in developing training and workshop opportunities for school Intranet webmasters.
- Perform other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Web communication and network technology; knowledge of Microsoft Access/Excel; knowledge of HTML/XML and related web scripting languages; knowledge of directory and file rights. Excellent knowledge and understanding of social networking as it relates to the business environment. Ability to work well with school division employees and technical staff; ability to work independently and as a part of team; ability to work in a timely and efficient manner to meet deadlines; ability to be flexible in prioritizing jobs; ability to communicate technical knowledge and train others in its use; ability to work in a variety of Web file formats including multimedia and video; ability to work with video for the Web to include podcasts and streaming video; ability to identify, evaluate and recommend web system needs; ability to remain current in best practices through Internet, forums, user's groups, conferences, etc.; ability to be detailed oriented and highly organized; ability to work evenings and weekends during emergencies or other critical events in order to update website. Leadership and project management skills are essential.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree.

Minimum of five (5) years' experience in web design and development and search engine optimization skills to include at least three (3) years of working experience with maintaining SharePoint Online.

Preferred:

Proficiency in complex HTML/XHTML documents and embedded graphics development.

Proficiency with HTML/XHTML, Adobe Photoshop, Adobe Creative Suite 5 Web Tools, Microsoft Office 2007, CSS, and relational database integration, MS Access, JavaScript, Active Server Pages (ASP).

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing and stooping. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description3/11, 7/20
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