



JOB TITLE	DEPARTMENT	REPORTS TO
District Webmaster	Business Services	Data Processing Manager/Chief Operations Officer

Position No: 77546	Length of Work Year: 12 Months
Salary Schedule: P32	Date Approved: 6/29/04
FSLA: Exempt	Date Revised: 4/12/05; 1/11/13

JOB GOAL
To support educational technology at the school and district level through the use of Web based technologies.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree in Computer Science or related field or Associate's Degree in Computer Science or related field and 2 years experience or equivalent combinations of training and/or experience. 2. K-12 Educational experience preferred. 3. Experience and training in Sharepoint & Microsoft Technologies preferred. 4. Knowledge and experience with HTML, ASP, Javascripts, XML and SQL are essential. 5. Ability to create graphics, pictures, etc. using various software tools. 6. Experience developing and maintaining Web Sites. 7. Experience with all current Web technologies and protocols. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Develop and maintain SLCSB web site – keep a consistent look and up to date. This includes the validity of all content and links. 2. Work with Application Developer and end users on projects. 3. Coordinate Department and school web site development. 4. Ensure 24 hour availability of district and school web resources. 5. Work closely with schools and departments in the creation of new web sites and keeping all their web pages updated and relevant. 6. Project Management for all browser based content management solutions. 7. Works in coordination with District Security Analyst to ensure encryption of any private or confidential data that goes out through the Internet. 8. Assists Data Processing Manager in maintaining all hardware and software associated with the district web sites. 9. Responds to all public inquiries about the district web sites and directs them to the appropriate information on the website or provides them with contact information. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.