



Webmaster

JOB DESCRIPTION

The Webmaster, under the supervision of the Director of Network Services, designs and administers the District web site. Also assists campuses in the design and maintenance of campus web sites. This position works with the PR Coordinator to publish the most current information about the District and assists in the development of logos and graphics.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor degree or equivalent experience in web design

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of web markup tools and languages; JavaScript, PERL, or other scripting languages
- Experience with graphic design software
- Ability to work with campuses and departments to develop a web communication strategy
- Strong organizational, communication, and interpersonal skills
- Two years experience designing web sites

DUTIES AND RESPONSIBILITIES

1. Maintains district School Center web management system and additional web servers
2. Establishes standards for web site implementation
3. Trains staff on web site development
4. Assists in the development of web systems, such as portals
5. Maintains district web site, and monitors all district web sites for appropriate and up-to date information
6. Keeps the district current on trends and issues concerning educational web sites
7. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PO3

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*