

District Webmaster/ Technology Office Clerk

Purpose Statement

The job of District Webmaster/ Technology Office Clerk is done for the purpose/s of providing clerical and help desk/ desktop support to assigned personnel and users; communicating information to staff, students and the public; providing complete and accurate records; processing information in compliance with financial, legal and administrative requirement; assisting other district personnel and providing information and/or direction as may be requested. The job of Webmaster is done for the purpose/s of developing, implementing, documenting and maintaining assigned Internet applications; trouble-shooting problems and managing related internal systems and applications projects; defining and monitoring "look and feel" for all District webpages; and supporting the development of subordinate sites.

This job reports to Director of Technology

Essential Functions

- Assists in a variety of content providers and departments for the purpose of updating, enhancing and /or modifying information within the pages of the Internet and/or district website.
- Assists with processing documents, forms, mailing, and materials (e.g. acceptable user agreements, training schedules, training materials, etc.) for the purpose of disseminating information to appropriate parties.
- Attends department and in-service meetings for the purpose of gathering information required to perform functions and to be up to date on district needs.
- Creates standards for design, navigation and browser compatibility (e.g. accessibility, fonts, formatting, icons, images, layout techniques, and modularization including maintenance of template and image archives, etc.) for the purpose of meeting district goals and presenting a consistent image within the community.
- Distributes materials (e.g. mail, messages, work order request, etc.) for the purpose of ensuring timely delivery to appropriate individuals.
- Greets individuals entering the technology office (e.g. vendors, staff members, students, parents, etc.) for the purpose of responding to inquiries and/or directing individuals to the appropriate location in accordance with established building security procedures.
- Maintains manual and electronic document files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up to date information and /or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventories of equipment, supplies, and materials (e.g. computers, printers, all general supplies, equipment repair orders and status, etc.) for the purpose of ensuring the availability of items.
- Oversees district website and homepages within the website (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.
- Participates in a variety of planning and development activities including districtwide committees (e.g. District Communication Liaison, etc.) for the purpose of creating short and long range plans for district communication and the district website.
- Performs record keeping and related clerical functions (e.g. copying, faxing, emailing, phoning, creating access control staff ID cards, requesting WISE staff IDs, programming of desktop phone system, etc.) for the purpose of supporting assigned administrator and/or office personnel.
- Prepares written and computer based materials (e.g. reports, memos, letters, work orders, purchase orders, ID card system, Web pages, etc.) for the purpose of conveying information regarding school and district activities and procedures.

- Researches a variety of topics related to materials, equipment and/or work aids (e.g. software, supplies, vendors, etc.) for the purpose of evaluating solutions that address specific requirements and/or enhancing overall efficiency of the technology department, website, and district.
- Responds to, records, and/or schedules communications (telephone, email, work requests, etc.) for the purpose of screening communications, transferring communications, taking technology support requests, responding to inquiries, and/or taking messages.
- Responds to inquires from teachers, other district personnel, community agencies, and the public for the purpose of assisting in the use and expansion of web-related applications.

Other Functions

- Assists other personnel and performs other duties as assigned for the purpose of supporting district personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; keyboarding; office methods and procedures; and knowledge of up to date standard office software.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions; adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

None Required

Continuing Educ. / Training

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

