

Washington West Supervisory Union Job Description

JOB TITLE: Website Manager

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: Design, develop, and maintain state of the art World Wide Web pages for Washington West Supervisory Union that are web friendly, user friendly, and ADA compliant, that can be used as an effective and efficient communication tool with parents, students, employees, and community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Develop and implement procedures for the ongoing design and revision of the WWSU website; establish priorities for web-site development; plan, review and evaluate WWSU web page.
- Perform day-to-day maintenance of the WWSU website: perform quality control for third-party content; perform navigation and browser compatibility; maintain and develop web applications and databases; ensure all links are working properly; ensure timeliness and accuracy of web page information and resolution of problems.
- Develop and maintain site maps and create effective search features for designated WWSU website.
- Create effective search features within the WWSU website.
- Coordinate and assist with the delivery of training to individuals assigned to update the site-based web pages.
- Train identified content owners to use Web conversion tools to post information online. Train assigned personnel in the construction of web pages and proper uploading of documents.
- Create online forms as requested.
- Design and implement new Web pages and update existing web pages as necessary.
- Inform staff of updates to the Web site.
- Work with Network Administrators on issues of hardware/software that affect the web site.
- Keep up-to-date on web technologies, current developments and best practices in the field. Design a plan to implement/integrate the best practices.
- Work with the WWSU Web Team to coordinate and schedule projects and assignments related to WWSU website development.
- Document guidelines/overview of process, procedures, and training related to web design.
- Ensure compliance with applicable legal requirements and WWSU policies or rules on web site usage, security and standards.

SUPERVISION RECEIVED: Reports to Information Technology Director. Evaluated by the Information Technology Director with input from the WWSU Web Team. Receives direction from the Information Technology Director and the Superintendent (and/or his/her designee).

SUPERVISORY RESPONSIBILITIES: Trains and oversees the activities of personnel assigned to update, design, or enter information on the websites.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Bachelor's degree in Computer Science or other appropriate discipline plus one year of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Experience with employee training methods desirable.
- Certifications and Licenses. Valid Vermont Driver's License and own transportation required.
- Language Skills. Excellent verbal and written communication skills. Ability to read and understand general business periodicals, professional journals, or technical procedures/manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience. Significant knowledge of or background in WWW, HTML, graphic design, software applications, computer and network operations and maintenance required. Significant knowledge of or background in coding on-line systems, and database management preferred. Ability to use graphic design programs and familiarity with Linux, PHP, MySQL and Apache desirable. Ability to code in HTML also desirable.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to work effectively and efficiently as part of a team.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is also frequently required to work for extended periods of time at a keyboard/terminal. The employee must occasionally drive.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions; and infectious illnesses. The noise level in the work environment is usually quite to moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.