JOB TITLE:	WEBMASTER
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IA, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8540
BARGAINING UNIT:	CLA5

REVISED: Submitted:

07/17/2019   07/16/2019

SCOPE OF RESPONSIBILITIES

Assumes responsibilities associated with maintaining the website, while continuously expanding it to meet the needs of the students, parents, and teachers of Jefferson County Public Schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors and supports the maintenance of content posted on the Jefferson County Public Schools' website

Provides technical assistance to cost centers and internal groups who are developing web-based information resources

Monitors performance of the web server and logs daily use statistics

Implements website content and design changes as necessary

Coordinates webserver and technology infrastructure changes with the appropriate personnel

Evaluates potential technologies, solutions, applications, and architectures

Establishes security schemes for intranet resources in cooperation with appropriate personnel

Surveys website users to assure that the services provided through the site meet expectations of efficiency and clarity

Provides professional development to staff on web-related issues

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of experience in web publishing

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace