



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	WEBMASTER
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IA, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8540
BARGAINING UNIT:	CLA5

**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