

PENINSULA SCHOOL DISTRICT
Job Description

WEBMASTER / HELP DESK

LOCATION: Technical Support

JOB SUMMARY:

This position manages the operation of the Peninsula School District website. The position serves as the Webmaster for the district and provides telephone help desk support. The position also promotes positive public relations for the school district.

DUTIES AND RESPONSIBILITIES:

- Maintenance, on-going development of the District website; including but not limited to assisting principals, office managers, secretaries and teachers to design and post information on a regular basis.
- Oversee the editing, updating and development of all new and existing web pages on the Peninsula School District website.
- Ensures that all information posted on the PSD website follows Peninsula School District policy and procedures.
- End user help desk support for services such as, but not limited to, Peninsula School District web site, Accelerated reader, Follett library system and user management.
- Designing new online services. Administering systems storing data and content to support websites and online services.
- Assisting the network administrator in maintenance of logins and passwords for the district networks, email and other services.
- Coordination of technology class schedule, setup, registration and organization through use of the website, email and other resources; including clock hour information and registrations;
- Other duties as assigned to support district-wide online initiatives, summer coverage and various other technology projects.

MINIMUM QUALIFICATIONS:

Education and Experience

High school diploma or equivalent;
Minimum 2 years experience with web publishing, using Front Page and Macromedia Studio MX other web authoring software
Experience managing and administering an IIS (5.0 or above) based corporate or organizational website of at least 2,000 pages (or dynamic website of similar size / complexity)
Experience writing Visual basic scripts and ASP/ASP.net
Functional understanding of Active Directory
Experience designing information architecture for intranets, desired
Experience in planning and leading website design and deployment projects, desired
Experience administering FrontPage server extensions, desired
At least 2-4 years of professional experience designing, building or supporting websites
Experience designing, implementing and administering Microsoft SQL Server databases
Thorough understanding of basic web design concepts such as HTML, browser differences, HTTP request-response cycle and security considerations, required

Knowledge, Skills, and Abilities

Experience with / knowledge of graphics/editing software such as Windows 9x and higher, MS Office and other applications;
Experience with / knowledge of Microsoft Windows servers and basic networking administration;
Experience with / knowledge of Internet and network communications;
Excellent oral and written communication skills
Positive and customer-oriented team member
Knowledge of Perl scripting, desired
Experience creating and/or supporting XML/XSLT, desired
Understanding of object-oriented design concepts, desired
Ability to learn new operations, set priorities, and work effectively under pressure;
Ability to assist staff with computer operations and installation;
Ability to follow directions and complete tasks;
Ability to work independently;
Ability to exercise sound judgment, including appropriate handling of confidential matters;
Ability to establish and maintain effective working relationships with staff and students.
Experience designing and administering Microsoft SharePoint Portal Server, desired

REPORTING RELATIONSHIPS:

Reports to Director of Technical Support. Provides lead direction to district staff on website development and information to be posted online.

WORKING CONDITIONS:

Office environment; experiences frequent interruptions; required to meet inflexible deadlines. Requires visual concentration, dexterity, and precision. Occasionally exposed to high noise levels from technology equipment.

Licenses/Special Requirements

Valid Washington State Motor Vehicle Operator's License and a good driving record;
Must be able to provide own transportation

AFFILIATION: Exempt

FLSA: Covered