



Job Title:	Coordinator of Web Services	Wage/Hour Status:	Exempt/ 226 day
Reports To:	Assistant Superintendent of Communications & Marketing	Pay Grade:	Professional Pay Grade 2B
Dept. /School:	Administration	Date Revised:	May 20, 2011

Primary Purpose:

Enhance the District's strategic communication plan through the design, implementation and management of the district's website.

Qualifications:

Education/Certification:

Bachelor's degree required

Special Knowledge/Skills:

Demonstrated ability in developing and publishing web pages utilizing HTML editor/authoring tools and graphic design programs
Ability to work independently as well as collaboratively
Ability to detect and solve web-related problems
Excellent attention to detail, sense of visual design and technical knowledge of Internet applications
Demonstrated skills in writing and editing copy for the web
Effective organizational, communication and interpersonal skills

Experience:

At least three years related web design/development experience

Major Responsibilities and Duties:

1. Oversees the design, maintenance and upkeep of all new and existing web pages on the District website, including campus, departmental and Intranet sites.
2. Provides management and on-going development of the District website's accuracy, consistency and ease of use.
3. Documents and communicates web site guidelines and ensures all web site standards are met.
4. Provides administrative web site training as needed for department and school content providers.
5. Develops and maintains user manuals and documentation for internally trained web software applications.
6. Manages the district's online employee discount program.
7. Primary contact for all district technical web requests and web-related e-mails.
8. Maintains webserver and Intranet server logins and access rights.
9. Stays abreast current trends in web specifications, graphic design, usability and legal issues.

10. Coordinates with management to plan, implement, and evaluate district website tools and strategies.
11. Assists with the planning and implementation of district special events and programs.

Supervisory Responsibilities:

None

Equipment Used:

Mac/PC Platform, variety of software, digital camera, scanner

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.