

## **DISTRICT WEBSITE TECHNICIAN**

---

### **Purpose Statement:**

The job of District Website Technician is done for the purpose/s of maintaining and updating the District website and intranet, maintaining user accounts for the internet and selected applications; and maintaining and updating database collection tools for integration to the District data warehouse.

---

### **Essential Functions**

Assists in maintaining the district database applications for the purpose of keeping them updated and efficient.

Assists in the research of various software applications and computer technology for the purpose of making recommendations regarding technology and instructional materials.

Assists with the development of instructional and professional development materials for the purpose of providing a structured approach to learning about educational technology.

Maintains a wide variety of manual and electronic documents and materials (e.g. reports, instructions, memos, user accounts, etc.) for the purpose of providing up-to-date reference and complying with administrative and legal requirements.

Maintains and updates database collection tools for the purpose of integration to the district data warehouse.

Maintains the district website and intranet for the purpose of keeping them current.

Responsible for maintaining user accounts for the purpose of providing access to the internet and selected applications.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, procedures, materials and techniques relating to website maintenance including both hardware and software; policies, regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software.

**ABILITY** is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of Circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

---

**FLSA Status**

Non Exempt

**Approval Date**

2/8/2012

**Salary Grade**

Clsfd 27