



Dist Coord 2 PT / Web Systems

Purpose Statement

The job of Dist Coord 2 PT / Web Systems is done for the purpose/s of leading, organizing and managing website development and design projects for all district and school websites; supervising district website developers; implementing/deploying new websites and related applications, documenting website standards and best practices; monitoring website content quality; troubleshooting problems and supervising related internal systems and applications projects and maintenance; defining website protocols and standards; and supervising the maintenance of related server hardware and software.

This job reports to Director of Technology

Essential Functions

- Analyzes and verifies the district and school web sites for compliance with specified design and development standards for the purpose of incorporating usability, accessibility and professionalism.
- Assists a variety of content providers, departments and school site personnel for the purpose of updating, enhancing and/or modifying website content.
- Communicates advises and interacts with district administration on a regular basis for the purpose of keeping them informed and updated on websites progress.
- Creates standards for design, development, navigation and browser compatibility (e.g. accessibility, usability, style, fonts, formatting, icons, images, layout techniques, mobile responsive, etc.) for the purpose of meeting District goals and presenting a consistent image within the community.
- Creates a variety of reports, databases and/or web applications for the purpose of meeting district requirements.
- Designs, develops and supervises the creation and development of the District and school web sites for the purpose of ensuring the use of current, specified design and development standards.
- Develops training courses and materials for the purpose of training website content managers on how to maintain and update website content.
- Directs web team meetings for the purpose of team collaboration and training exercises.
- Directs organizes and manages the development and maintenance of school and district websites for the purpose of meeting district website goals and objectives.
- Directs and supervises website developers and other website team members for the purpose of maintaining a common direction and tone for all district websites.
- Installs new software and service packs for the purpose of upgrading and enhancing departmental capabilities.
- Maintains and supervises the maintenance of server software and hardware and other related applications for the purpose of ensuring the functioning of websites without interruptions.
- Maintains manual and electronic documents, files and records (e.g. publication archives, etc.) for the purpose of providing up-to-date reference materials.
- Manages security processes for the purpose of maintaining Internet and intranet data security.

- Manages and tracks a budget for the purpose of ordering necessary hardware and software.
- Oversees and assists website content managers (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.
- Participates in a variety of planning and development activities, including district-wide committees for the purpose of creating short and long range plans for website development.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Researches a variety of topics related to materials, equipment and/or work aids (e.g. software, supplies, vendors, etc.) for the purpose of making recommendations for solutions that address specific requirements, knowing the latest technologies and standards, and/or enhancing overall efficiency of operations.
- Responds to inquires from teachers, other district personnel, community agencies, and the public for the purpose of assisting in the use and expansion of web-related applications.
- Reviews website content for the purpose of maintaining a high level of content quality.
- Schedules and leads meetings with various website content managers, heads of departments and administration for the purpose of coordinating new website projects and website maintenance.
- Supervises website maintenance for the purpose of ensuring a timely response to requests for website changes and additions.
- Tracks analytic information for the purpose of improving website usability and reporting relevant statistics.
- Works with the district Communications and Public Relations Specialist for the purpose of coordinating important website content.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating computer equipment and related peripherals; planning, managing and prioritizing projects; preparing and maintaining accurate records problem solving; utilization of web content management systems; writing accurate, standards based, markup and scripting languages; writing technical information; editing and formatting website content.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: an understanding of: operating procedures for computer and related peripheral equipment; industry standard programming languages (HTML, CSS, Javascript, PHP); web content management systems; database maintenance and manipulation (SQL); web server deployment (Apache); systems development and design protocols (website protocols and standards, accessibility standards); website authoring tools; portable document format (PDF); browser types and functionality; Search Engine Optimization (SEO); user interface/experience design (UX); related computer software and networking terminology.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting deadlines and schedules; working with frequent interruptions; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of 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.

Work 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 70% sitting, 20% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability Web design or web development certificate

Continuing Educ. / Training

Maintain certifications

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Level 2