



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHEDULE "B" JOB DESCRIPTION:

WEBMASTER

QUALIFICATIONS:

1. Possesses high school diploma (required) with a college degree in related field and/or a technical degree/certification in web site development.
2. Demonstrates knowledge of Dreamweaver and MS FrontPage or other similar web development applications, MS IIS web server and extensions as well as JavaScript and ASP coding.
3. Demonstrates mastery of Adobe Photoshop or other image editing software.
4. Demonstrates ability to incorporate database connectivity using MS Access or MS SQL Server.
5. Demonstrates effective problem solving, communications, organizational, record keeping and interpersonal skills.
6. Successfully completes required criminal history, proof of U.S. citizenship, or legal resident status.
7. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

REPORTS TO: Network Engineer or designee

JOB GOAL: To assist the Network Engineer with the district's Internet and Intranet web sites by posting new or updated content, initiating or implementing design changes, enhancing its form and function so that the district web site is secure and full educational use of it may be made at all times.

PERFORMANCE DUTIES:

1. Work Performance/Work Traits
 - a. Maintains and updates district Internet and Intranet web sites.
 - b. Performs regular backup of sites.

- c. Supports staff and faculty individually with posting of their content.
 - d. Advises and supports staff and faculty individually on design considerations.
 - e. Updates skills to reflect current trends in technology or meets changing district requirements.
 - f. Diagnoses and repairs site usability issues.
 - g. Documents work, processes and updates system manuals and logs.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
 - b. Keeps the Network Engineer or designee informed about his/her activities and accomplishments.
 - c. Responds to inquiries or e-mails sent to the Webmaster.
3. Other Assigned Tasks
- Performs such other tasks and assumes such other responsibilities as assigned by the Network Engineer.

TERMS OF EMPLOYMENT: Twelve month position to be paid semi-annually. Stipend to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting
DATE: October 9, 2002