

## **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**

Clbfd 27