

POSITION AVAILABLE



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POSTING DATE: 08/08/2008

CLOSE DATE: 09/30/2008

VACANCY NUMBER: 000949

FACILITY: * Ed Center

POSITION: - Webmaster

JOB DESCRIPTION: Responsible for district Internet and Intranet technical functions. Design, enhance, and maintain the district's Internet and Intranet sites. Ensure the technical effectiveness, and functionality for the district Web site.

DUTIES AND RESPONSIBILITIES:

1. Design and maintain the district website, ensuring compliance with all federal, state, and district policies, regulations and standards.
2. Expand and enhance existing departmental web pages.
3. Coordinate and oversee campus web managers in designing, developing, streamlining and maintaining their web pages to ensure the consistency of the entire district's web program.
4. Provide training and support to staff members responsible for web maintenance.
5. Work with technology department to develop website infrastructure and ensure efficient technical performance.
6. Work with network personnel on issues of hardware/software that affect the web site.
7. Provide statistical reports for the web site and marketing programs.
8. Maintain an historical archive of the district's web communications and photographs.

9. Produce and distribute weekly electronic newsletters, including management of the writing and communications process.
10. Establish, produce and post weekly podcast messages.
11. Coordinate and manage web-based opinion surveying.
12. Post and manage community/school-related fliers electronically.
13. Assist with video, photography and special events assignments.
14. Maintain a professional level of confidentiality regarding all districts matters.
15. Attend committee meetings and community special events as directed by the Director of Communications.
16. Keep abreast of innovative practices.
17. Be adaptable and flexible in acceptance of changes in techniques and procedures.
18. Uphold and adhere to safety rules.
19. Support the goals and objectives of the district and follow district policies.
20. Perform other duties as assigned.

Equipment Used: Personal computer, web design software, digital camera, scanner, video equipment, fax, and copier.

**JOB
QUALIFICATIONS:**

Education/Certification:

Bachelor's degree or four years of documented experience on web design/web support

Strong organizational, communication and interpersonal skills

Demonstrated skills in writing and editing

Web management/communications experience preferred

Ability to detect, analyze and solve technical problems

Strong computer and web-based skills including familiarity with Dreamweaver, Photoshop, Flash, DotNetNuke, and other web-related technologies.

SALARY:

Administrative Pay Grade 1

APPLY TO:

Visit our website at www.gpisd.org and submit a letter of interest to Norm.Whitaker@gpisd.org

DAYS:

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For more information about how to apply, click [here](#).

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