

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

WEB SITE ADMINISTRATOR

DEFINITION

Under general supervision, provides system support for the development, implementation and administration of the District web site including creating and maintaining District web pages, managing a web server, and web-enabling access to data and applications.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

1. Maintain and modify District web site and Internet and intranet web servers.
2. Communicate with a variety of users who want content published in web format.
3. Create server space for site and department web pages.
4. Test, graphics, animation, audio and video files place on web servers. (How much do you want us involved in the creating of audio/video?)
5. Convert files to various web formats including but not limited Adobe PDF, Real Audio and Video, and HTML
6. Integrate content management features into the web site to help make the site maintenance more efficient and manageable.
7. Maintain web server hardware and software systems.
8. Research and recommend hardware, software, and technologies/methods used in web site development and maintenance.
9. Manage a web server such as Internet Information Server.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor of Computer Operations.

QUALIFICATIONS

Knowledge and Abilities: Software, such as: Microsoft Windows 95/98/2000, Microsoft FrontPage, Macromedia Dreamweaver, FTP, Adobe PDF, Microsoft Office, and IIS. Technologies, such as: HTML, Active Server Pages, javascript, VBScript, and database enabling web pages. Graphics, using application such as: Adobe Photoshop, Macromedia Fireworks, image scanning and manipulating, and digital multimedia tools (2D & 3D graphics, animation video, sound, and authorizing tools). Networking fundamentals, such as: TCP/IP, NAT, firewalls, DNS, domain registration, and DMZ/security concepts as they apply to web server implementations. Create HTML files. Convert various file formats into HTML and PDF formats.

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WEB Site Administrator (Continued)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience with office automation software such as Microsoft Office.

Training:

Bachelor's degree in a related field is desirable. Formal training/classes, preferably related to technology, web page authoring, HTML, database fundamentals, programming, graphic design, VBScript, ADO, and javascript. Familiarity with K-12 student systems and business systems is also helpful.

Reviewed and Agreed to by:

Incumbent: _____ Date: