

Farmersville Unified School District

JOB TITLE: WEB/TECHNOLOGY SPECIALIST

JOB DESCRIPTION

General Description:

Under direct or general supervision of the Network Manager, the Web/Technology Specialist designs, implements and maintains the District website. This position will work on all aspects of the website and assist staff with achieving the desired result. This position will capture, manipulate or scan photographic media for use electronically or in print. This position will assist staff with the usage and operation of multimedia hardware and/or software at the District office or school site. This position assists with creation and design of business material to present a common District image.

Essential Duties:

- Captures/manipulates/scans photographs for the purpose of use on website, electronic media and print publications
- Communicates with users for the purpose of understanding and determining their website needs
- Contacts vendors and peers for the purpose of resolving technical issues and researching new technology and trends
- Coordinates/assists and technically directs staff for the purpose of implementing, troubleshooting, maintaining and operating multimedia hardware and software at the District office or school site
- Creates/assembles/coordinates/manages physical and electronic materials for the purpose of applying these materials to the website
- Creates/designs/implements business forms and documentation for the purpose of presenting a common District image
- Creates/locates/selects visual or audio materials for the purpose of use on website, electronic media and print publications
- Designs/implements/maintains District website for the purpose of ensuring consistency, accuracy, and compliance with required presentation standards
- Provides multimedia standards guidance to website contributors for the purpose of presenting a common District image
- Manages electronic and pre-printed forms and records
- Implement and maintain District social media networks and information outreach portals (e.g., Facebook, Twitter, Talk, Blackboard Connect, Parent Link App)
- Maintains District website and/or web pages
- Attends meetings as needed for the purpose of conveying and/or gathering information required to perform functions
- Performs other related duties as assigned

Qualifications:

Knowledge of:

- Windows workstation software, Macintosh
- Webpage design software
- Graphic design software
- Page layout and publishing software

Ability to:

- Communicate effectively over the phone, in meetings, via video conferences, in a presentation setting and electronically
- Establish and maintain effective working relationships with those contacted in the performance of duties
- Work productively in a multi-tasking environment
- Recognize trends in the webpage and multimedia presentation industry
- Maintain records and keep documentation up-to-date
- Keep management apprised of issues and recommend solutions for those issues
- Ability to provide satisfactory performance evaluations

Education and Experience:

Education:

- High school diploma or equivalent
- Completion of college-level coursework in related field such as computer science, information systems, or graphic arts is preferred

Experience:

- Practices, procedures, resources and applications used for website design and maintenance
- HTML
- Macintosh and Windows operating environments
- Computer graphic and software

License/Certification Requirement:

- Possession of and ability to maintain a valid California Driver's License
- Proof of appropriate valid auto insurance coverage required at the time of employment
- Department of Justice Fingerprint Clearance

Physical Demands/Working Conditions:

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other services. The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 85% sitting, 7% walking, and 8% standing. This job is performed in a generally clean and healthy environment.

FARMERSVILLE UNIFIED SCHOOL DISTRICT
WEB/TECHNOLOGY SPECIALIST
Salary Schedule

Step	Hourly Rate
1	\$17.44
2	\$18.16
3	\$18.92
4	\$19.70
5	\$20.52
6	\$21.37
7	\$22.26
8	\$23.18
9	\$24.14
10	\$25.15

