GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: WEB TECHNICIAN
TECHNOLOGY SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, provides key leadership in planning, developing, organizing, and maintaining the Guilford County Schools (GCS) Internet/Intranet Web sites and related information resources. Work includes supporting the technical architecture of Web sites including new page creation, integrating artwork, text, video, and animations. Reports to a manager within the Technology Services Department.

SPECIFIC DUTIES AND RESPONSIBILITIES

Plans, organizes, edits and maintains the GCS Internet/Intranet Web sites and related information resources.

Provides standards for school-based and departmental Web sites.

Administers accounts and user permissions for Web sites.

Participates in staff meetings and other forums to plan and coordinate the work of the department.

Communicates school and district needs back to Technology Services and other departments as needed.

Keeps Technology Services, and other GCS administrators informed on Internet/Intranet information system progress.

Develops reports as required to keep senior staff and school staffs informed as to project status.

Coordinates design of the Web site.

Designs and coordinates processes for producing content for the GCS Web site.

Acts as liaison to the Technology Services Department for Internet, Intranet and intra-department projects and needs.

Establishes and enforces standards, policies, and procedures for Web applications.

Maintains documentation regarding Web configuration, operating procedures, and addressing.

Makes recommendations to supervisor regarding upgrades and replacement of technology-related equipment.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in computer related field and 3 years of experience of web editing and creation, project management, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and tools including computers, scanners, adding machines, computer software, computer hardware, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, technical manuals, newsletters, trade journals, etc. Requires the ability to prepare reports, forms, training materials, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

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Knowledge of common software applications used in editing and maintaining Internet and Intranet Web site.

Considerable knowledge of Web capabilities and limitations, service requirements, and associated costs.

General knowledge of the current literature, trends, and developments in the field of Web-based technology.

Ability to systematically determine the source of problems and take appropriate action.

Customer service orientation with strong people and time management skills.

Demonstrated oral and written communication skills.

Ability to learn new technology and be willing to work flexible hours.

Ability to work within established guidelines and to accept increasing levels of responsibility.

Ability to train users on the use of equipment and various programs.

Ability to maintain complete and accurate records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.