

**ORANGE COUNTY SCHOOL DISTRICT  
CLASS DESCRIPTION**

**POSITION TITLE: WEBMASTER**

**GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to perform district-based duties associated with the creation, maintenance, and updating of web sites for the district and school locations. Employees in this classification function at an operational capacity and perform a variety of duties including web site design, implementation and maintenance and the monitoring of all web sites districtwide for adherence and compliance to district content and format standards and technical compatibility. Employees in this position also serve as advisors/technical resource for all district and school-based staff and personnel. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.

Creates, maintains, and updates web pages that make up the district web site; receives and reviews department and school board reports to be published on the web for easy public access.

Serves as an advisor to technical coordinators, teachers, administrators and other school-based personnel regarding web site development, deployment and maintenance.

Creates and maintains databases for the district; performs database updates to the district web server.

Prepares technical studies for the purpose of planning and growth projections, as well as purchasing; forwards studies to supervisor.

Responds to outside questions and comments about the district web site directed to the webmaster; consults technical manuals, books, and on-line sources for guidance.

Answers school and department based technical questions on web development and deployment including specific inquiries concerning FTP, HTML, HTTP, Java Script, and other computer languages.

Sets district standards for Internet publishing; monitors all district and school web sites for adherence to the district's content, format and technical standards; works closely with schools and departments in facilitating their Internet publishing efforts.

Manipulates appropriate graphic arts materials for use on the world wide web Internet.

Inventories equipment and supplies; contacts vendor for purchase of new supplies; seeks approval for purchases from supervisor.

Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, design, and software programs.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a copy machine, printer, or fax.

Responsible for keeping up to date on current technology, as job appropriate, being used by OCPS. With

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the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

Responsible for timely and accurate information they maintain as part of their job responsibilities.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma; supplemented by vocational/technical training in information technology, computer science, or closely related field; supplemented by minimum three (3) years previous experience and/or training that includes network, or web page maintenance and design, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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### ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The Orange County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.