

1. **Classification Title** : **Web Master/AS 400 Administrator**
2. **Working Title** : **Web Master/AS 400 Administrator**
3. **Department** : **Information Technology**
4. **Position** : **Full Time**

5. **WHAT IS THE PURPOSE OF THIS POSITION?**

a. The Webmaster's role is to coordinate the planning, maintenance, and accessibility of Web site content in a way that ensures the consistency of the Web site's look and feel. This individual is also responsible for creating some original Web site content. Understanding of a variety of Web development languages is required.

b. Responsible for the operating system and associated subsystems for the AS 400. Provide system-level support of multi-user operating systems, hardware and software tools, including installation, configuration, maintenance, and support of these systems. Identify alternatives for optimizing AS 400 resources.

6. **ESSENTIAL FUNCTIONS OF POSITION:**

A. Webmaster

- Prepare a long-term plan for Web site development and presence, including standards and guidelines for content, based on business goals and input from stakeholders.
- Co-ordinate with Web site departments and content creators from across the organization.
- Liaise with Systems Administrator on hardware and software issues that affect the Web site and its availability.
- Assess and itemize costs for Web site enhancements and modifications.
- Develop, implement, and adhere to a regular Web site maintenance policies and procedures, including end user content change request forms and posted update/maintenance schedules, to ensure site accuracy and timeliness.
- Develop, implement, and enforce Web site appropriate use and privacy policies.
- Assess competing Web sites as regards content, look and feel, and functionality, and make improvement recommendations to our organization's site.
- Track and evaluate new standards, technologies and trends in Web site development, design, and delivery.
- Assess, recommend, and purchase Web authoring, development, and publishing tools as required.
- Create and maintain a consistent Web site architectural structure.
- Program HTML pages and upload them onto the site.
- Ensure a consistent look and feel across the Web site by promoting uniform fonts, formatting, icons, images, and layout, and creating appropriate templates to assist content authors.
- Find, diagnose, and fix Web site problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies.

- Identify, implement, and manage Web site presence and promotion opportunities, such as search engine registration and establishing pointer links from other relevant Web sites.
- Recommend and implement enhancements and modifications to the Web site.
- Create and maintain an archive for Web site templates and images.
- Create and maintain a reference archive for older versions of the Web site and its content.
- Participate in the development and integration of graphical and multimedia components into the Web site, including audio and video, with due regard paid to appropriate compression techniques, resolution, sizes, color maps, and depths to ensure high quality and speed of delivery.
- Ensure sensitive and/or classified organizational information is not inadvertently posted to the Web site.
- Set and enforce compatibility and interoperability standards that ensure site accessibility for users with older browser versions as well as low-speed connections.
- Set and enforce standards that ensure site accessibility for users with disabilities or impairments.
- Monitor, analyze, and report on Web site traffic.
- Receive and respond to all e-mail messages for the Webmaster in a timely and courteous fashion.
- Create and maintain a Frequently Asked Questions (FAQ) document for Web site users.
- Analyze, report on, and take action on Web site user feedback.
- Create original copy for Web site features where required.

B. AS 400 Administrator:

- Collect information to analyze and evaluate existing or proposed systems.
- Research, plan, install, configure, troubleshoot, maintain and upgrade operating systems.
- Research, plan, install, configure, troubleshoot, maintain and upgrade hardware and software interfaces with the operating system.
- Analyze and evaluate present or proposed business procedures or problems to defined data processing needs.
- Prepare detailed flow charts, diagrams and documentation outlining systems capabilities and processes.
- Research and recommend hardware and software development, purchase, and use.
- Troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration.
- Select among authorized procedures and seek assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.
- Record and maintain hardware and software inventories, site and/or server licensing, and user access and security.
- Work as a team member with other technical staff, such as networking to ensure connectivity and compatibility between systems.
- Write and maintain system documentation.

- Conduct technical research on system upgrades to determine feasibility, cost, time required, and compatibility with current system.
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Document system problems and resolutions for future reference.
- Assist personnel of other departments as a computer resource.
- Provide on-the-job training to new department staff members.
- Provide computer orientation to new company staff.
- Other duties as assigned.

7. WORKING CONDITIONS:

- Working conditions are normal for an office environment. Work requires extensive work using a computer.
- Responsibilities may require evening and weekend work in response to needs of the systems being supported.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.

8. LIST REQUIRED SPECIAL SKILLS, LICENSES, and CERTIFICATES:

- Good knowledge of Web technologies, protocols, and tools.
- Advanced programming experience with HTML.
- Strong understanding of other Internet programming languages, including HyperText, JavaScript, VBScript, Active Server Pages, PHP, XML and etc.
- Working knowledge of Web authoring, development, and publishing tools, including Dream Weaver, Contribute, Big Media and etc.
- Strong understanding of communications, marketing, and customer service principles.
- Experience with computer graphic and multimedia design.
- Comprehensive experience with all aspects of Web site content management.
- Sensitivity to browser compatibility issues.
- Hands-on experience with Web-database integration and a range of database platforms, including [...].
- Experience in gathering, analyzing, and meeting business requirements.
- Understanding of basic project management principles.
- Good understanding of the organization's goals and objectives.
- Excellent knowledge of applicable data privacy practices and laws.
- Basic reading, writing, and arithmetic skills required.
- Knowledge of company supported hardware, software and operating systems to include configuration and connectivity.
- Ability to investigate and analyze information and to draw conclusions.
- Ability to plan, implement, test, and troubleshoot system software.
- Ability to develop systems solutions for operational problems.

- Knowledge of computer flow charts and of programming logic and codes.
- Ability to determine computer problems and to coordinate hardware and/or software solutions.
- Ability to communicate technical guidance and instruction to users on the use of PC and/or mainframe applications and systems.
- Ability to write technical instructions in the use of programs and/or program modifications.
- Records maintenance skills.
- Knowledge of computer security procedures and protocol.
- Knowledge of federal copyright laws as they pertain to the use of computer software.
- Ability to learn and support new hardware, software and operating systems.
- Work with users requires interpersonal skills.

9. IS OPERATIONS OF MOTOR VEHICLE REQUIRED?

- Must Possess a Valid Oregon Drivers License

10. LIST EQUIPMENT, TOOLS, MACHINES USED IN PERFORMANCE OF DUTIES:

Computers (Desktop), Servers, Hand tools (electrical Hand tools), Carts and 10 key adding machine. Must have knowledge of Windows Operating System, Microsoft Office, Website Development Software.