

# COUNTY WEBSITE MANAGER AND DEVELOPER

## Job Description

### Qualifications:

1. Holds West Virginia Teaching Certificate.
2. Proficient in the use of the following web application/editing software: Microsoft Publisher, Microsoft Front Page, Dream Weaver, Flash, Macromedia, and Netscape Composer.
3. Able to convert Word Perfect, MS Word versions to PDF/HTML formats and create links from the website to relevant documents, newsletters, policies and other web accessible files.
4. Knowledge of WVDE Domain Name Server (DNS) Application Process.
5. Knowledge of West Virginia K-12 Acceptable Use Policy (2460) with specific reference to the Web Publishing section.
6. Knowledge and experience using and posting to the Novonyx web server software and platform
7. Knowledge of registering a website with search engines.
8. Knowledge and experience with File Transfer Protocol (FTP) software.
9. Familiar with the web-based educational resources.
10. Ability to communicate effectively.
11. Ability to work cooperatively with others.

Immediate Supervisor: Director of High Schools and Vocational Education

### Duties and Responsibilities:

1. Work in all aspects of the county website from managing the current site to planning, researching, creating, posting and reviewing future changes.
2. Maintain the page as a resource to staff, students and community locally as well as an educational, community resource to others on the worldwide web.
3. Maintain consistent communication with individuals and groups who need to revise and access information on the website.
4. Maintain positive work habits.
5. Provide copies of feedback regarding the site to supervisor.
6. Willingness to obtain further training to continue with the growth and changes of the Internet.
7. Use knowledge to enhance and provide others with information through the website.
8. Perform other job related tasks as assigned by the immediate supervisor.

---

Jackson County Board of Education  
March 6, 2003