Job Description

Title: Web/Data Management Specialist  
FLSA Status: Exempt
Classification: Administrative Support
Immediate Supervisor: Director of Technology

Job Summary: This position is responsible for managing the district’s web presence and provides design, development, and support for the district’s website and web applications. This includes developing and maintaining PHP/ColdFusion/SQL/HTML as well as maintaining a Sharepoint server. This position is also responsible for data management activities, including managing SQL servers and maintaining databases.

Hiring Specifications:

Education
• AA or BA in web development, computer science, computer information systems, or management information systems

Certification
• None required

Experience
• Experience with PHP, SQL, ColdFusion and HTML
• Experience with web page design
• Experience with Content Management Systems
• Experienced with structured database design
• Experience with Microsoft SQL Server
• Experience with Microsoft Sharepoint preferred

Skills, Knowledge & Abilities
• Willingness to learn and keep technical skills current
• Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
• Good organizational skills
• Ability to work independently
• Ability to accomplish tasks through the group process and individual leadership
• Ability to maintain confidentiality
• Effective oral and written communication skills

Technology Requirements
• Knowledge creating and modifying HTML, ColdFusion, and PHP code.
• Knowledge structured database design and maintenance
• Knowledge of Microsoft SQL Server
• Preferred knowledge of Ruby on Rails and/or Sharepoint
• Preferred basic knowledge of Adobe flash
• Basic knowledge of FTP software
• Knowledge of IIS and/or Apache
• Basic knowledge of Windows Server 2003 and 2008
Supervision of Others:
• N/A

Personal Contacts:
• All district personnel
• Vendors and other members of the community

Job Duties (Essential Functions indicated with E):
1. Maintain the district’s web site and related web applications. E
2. Consult with district staff and other clients on web development and web application development. E
3. Design and develop templates, style sheets, and standards for the Internet/Intranet. E
4. Develop new and modify/maintain existing PHP, ColdFusion, HTML and SQL code. E
5. Configure web server services such as Apache and IIS. E
6. Develop and implement strategies to ensure the maximum security for the district’s web server. E
7. Installs security and other updates on web server software. E
8. Mentor district staff in web development and content management. E
9. Manage MS SQL servers. E
10. Create, configure, and maintain SQL databases. E
11. Create, configure, and maintain data transfers. E
12. Administer a MS Sharepoint server. E
13. Develop and implement MS Sharepoint applications. E
14. Manage enterprise applications. E
15. Manage transfer of files. E
16. Clearly document all projects. E
17. Assists in technology department operations by augmenting help desk support. This includes answering service calls and logging support issues.
18. Stay abreast of industry trends and all applicable technologies, including scripting, security issues, authoring tools, graphic design tools and new languages and development environments. E
19. Other duties as assigned.

Physical Requirements:

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<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>G. Climbing/Stairs</td>
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<td>H. Driving</td>
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<td>I. Lifting</td>
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<th>L.</th>
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<td>Outside</td>
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<td>Extremes in temp/humidity</td>
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**Terms of Employment:** Twelve-month contract per Board policy and administrative guidelines.

**Date Last Revised:** 10/13/2010