



Fremont Unified School District

Classified Job Description

District Webmaster

Definition

The District Webmaster reports to the Public Information Officer or Superintendent's designee. The District Webmaster manages the online presence of the District. This position is responsible for ensuring all school websites and department pages are up to date with current and accurate information, all while maintaining a high level of excellent customer service.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Provide an example of leadership and excellent customer service.
- Design, test, publish, manage and maintain school and district websites for staff, student, and community access.
- Provide timely support to schools and district departments with the district website, social media, and other information platforms.
- Confer with site administrators and department heads and other appropriate personnel to assure high quality, accessibility, integrity, consistency and accuracy of the content of online resources.
- Assist in posting all types of media to various District websites and other resources.
- Analyze and evaluate website traffic.
- Evaluate and recommend upgrade, replacement and new purchase of website and related software when appropriate.
- Analyze, interpret, and implement related software specifications as needed.
- Maintain an inventory of supplies, equipment tools and parts for maintenance.
- Comply with policies and procedures to ensure the online safety of self and others as well as online security and confidentiality.
- Utilize scripting languages such as JavaScript.
- Configure web servers such as Apache.
- Prepare and maintain documentation and records of installation, repairs, system set up, maintenance and purchases for website related activities.
- Provide instructions and orientation to computer users.
- Create, manage, and maintain user lists as assigned.
- Conduct self and communicate professionally with staff via email, phone or in person.
- Perform other duties as assigned.

Qualifications

Successful Experience In:

- Apple and Windows operating systems and basic productivity applications such as Microsoft Office, email, web browsers, etc.
- Methods of uploading and downloading all types of media.
- Experience with content management systems, website hierarchy, web page structure, and some photo and video editing.
- Installing, configuring, and troubleshooting computer operating systems and applications software.
- Reading and implementing technical manuals and schematics.
- Analyzing situations accurately and adopting an effective course of action.
- Evaluating and testing software and hardware for various website related applications.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Communicating effectively both orally and in writing.
- Organizing and prioritizing workflow independently and handling multiple projects simultaneously with minimal daily supervision.
- High school graduate or equivalent with at least two years of experience and/or training in related fields.
- Must be familiar with web related languages such as HTML, HTML5, PHP, Java, etc.
- Certifications in Apple, Microsoft and/or other relevant domains highly desired.

Physical Requirements

The physical abilities required of this job may include the following:

- Ability to use a computer, laptop, view a computer screen for long periods of time.
- Ability to type at a high rate of speed.
- Carrying manuals, records, reports to/from offices, buildings, and user sites.
- Lifting 30 - 40 lbs, pushing, and/or pulling, some stooping, kneeling, crouching, and significant fine finger dexterity.
- Color vision to read printed materials and schematics, calibrate computer screens, and identify and edit color photos and video.

Education: Associate’s degree or equivalent in Computer Information Systems or a related field.

Experience: Three years of progressively responsible related experience; five years of experience with desktop solutions, including user training or equivalent combination of education and experience.

Licenses and certificates

Possession of a valid California driver’s license with no restrictions, which would preclude driving on the job, is a continuous requirement.

US Proof of Residency

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

FLSA Status
Non Exempt

Approval Date
N: 05/14

Salary Range
CSEA 29

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.