



**WEB PAGE DESIGN TECHNICIAN**

**GENERAL RESPONSIBILITIES**

Responsible for designing, maintaining, and troubleshooting web page and web graphics for Medianet on the Intranet and to keep current with the latest technology.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Duplicate computer software and audio cassettes, sound effects and music clips collection for the school division and to burn archival CD's.
- Manage the division license for MECC and FOCUS computer software, along with the masters for programs on office computers, creating records and maintaining those databases of information.
- Perform coworker's job responsibilities when they absent which involves know how to run video and off-air satellite duplication system.
- Manage office web page from paper, designing, "ftping" to server. Keep up with the latest technology to accomplish this.
- Troubleshoot and maintain problems with the site, broken links, or faulty codes.
- Publish updates and new media materials.
- Create office newsletter, fliers, catalogs, brochures, and papers required for office distributions.
- Duplicate and distribute software and manuals upon request from schools and computer coordinators, along with creating archival back-ups when permitted.
- Duplicate and/or repair audiocassettes from schools.
- Clean and maintain Telex duplication system.
- Provide blank tapes to school personnel for taping meetings or budget hearings.
- Verify copyright license per any duplication request.
- Contact software companies to resolve problems, keeps up with current software versions via Internet and replaces defective masters.
- Interpret telephone calls, emails, faxes from teachers, librarians and computer resource teachers dealing with various job responsibilities.
- Maintain WIN office programs and assists staff with troubleshooting. Update computers anti-virus software.
- Generate labels for all duplicated items and labels all items sent out.
- Maintain records of duplication services and generate monthly report.
- Inventory equipment in work area.
- Create music clips or sound effect bites per requests from schools for school programs/web pages or as PowerPoint slide shows.
- Deactivate security alarm in a.m. when delivery driver is not here.
- Troubleshoot Macintosh network and assist staff with Macintosh operations, install new programs, maintain archival copies of office software and file manuals, maintain Macintosh file servers required including virus detection and backups.
- Produce software collections for new schools or special projects.
- Administer new software programs and archival copies. Generate "quick subject catalogs" for teachers.
- Manage graphics on in-house electronic catalog posted on Intranet.
- Extend media materials for librarians and teachers.
- Troubleshoot software problems with teachers, library media specialists and office staff.
- Perform related work as required.
- Assist with video duplication and off-air/satellite taping as needed.
- Perform related work as required.



**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routine and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with associates; ability to work under pressure; ability to organize and perform work independently; ability to prepare and maintain computerized records and systems; ability to meet the public effectively.

**EDUCATION AND EXPERIENCE**

**Required:**

High School Diploma or GED.

Strong background in computer software applications (including word processing, database, spreadsheet, and desktop publishing) and troubleshooting.

Training in web design/web page scripting.

Proclivity to work with other equipment to facilitate internal training for duplication duties and cross-training.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing. Ability to lift up to 20 pounds. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/00, 7/20
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