

# **ELK GROVE UNIFIED SCHOOL DISTRICT**

## **CLASS TITLE: WEB SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Director-Technology Services, create and maintain the District Internet and Intranet web sites; manage the District's Web server(s), and web-enable access to data and applications on servers; assist school sites in publishing Web data and maintain current District and site information.

### **ESSENTIAL FUNCTIONS:**

Create and maintain the District Internet and Intranet web sites; collaborate with Communications Department to create and modify Web pages and post them on Internet and intranet Web servers; maintain up-to-date Internet and Intranet Web pages.

Communicate with a variety of users requesting content published in Web format.

Create and edit text, graphics, animation, audio, and video files and place on Web servers; convert files between various formats, including word processing, spreadsheet, Adobe PDF, Real Audio and Video, HTML.

"Web-enable" access to information residing in databases on servers with read-only and read/write capability.

Communicate with Programmer Analysts to request new designs and create databases to store data for Web display.

Manage Web Servers such as Internet Information Server; install new/updated versions of software on District Web Servers as directed.

Track task requests and progress in Technology Services Helpdesk system.

Work in collaboration and with Technical Services to assure server security is appropriate.

Keep professional skills updated and consistent with current Technology Services technology.

Drive a vehicle to conduct work.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Microsoft business applications for Windows such as Office, Exchange, and Schedule Plus.

The current versions of Microsoft Windows operating systems (Microsoft Windows 95/98/NT), including how to install, configure and operate.

The current versions of Apple Macintosh operating systems, including how to install, configure and operate.

The current versions of Microsoft Front Page or other Web Development Tools, FTP, Adobe PDF and distiller, desktop publishing, spreadsheet, HTML, Active Server Pages, XML, ActiveX and Java Script.

The current version of Internet Information Server; databases such as Access, SQL server, and Filemaker Pro.

Image scanning and manipulation.

Digital multimedia (2D & 3D graphics and animation, video, sound, authoring tools).

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

**ABILITY TO:**

Create and maintain the District Internet and Intranet web sites.

Create HTML Files.

Integrate Document Management System and documents with Web pages.

Transfer files from and to web servers.

Be an active listener with various users who want content posted on the Web and meet their needs.

Manage multiple task requests.

Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information.

Move hands and fingers to operate a computer keyboard.

Use proper lifting methods.

See to read a variety of materials and view computer monitor.

Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science or closely related field and two years of experience with office automation software, including web publishing software.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Arm-lift 40 pounds and floor-lift 40 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.