

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Word & Design/Web Support Specialist (Class IV)	Department: Administration
Immediate Supervisor's Position Title: Director of Community Services	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-1	Bargaining Unit: Office Employee Association
Job Summary: Under the direction of the Director of Community Services, the Word & Design/Web Support Specialist is responsible for the design, development and maintenance of the school district's web site, publications and other marketing materials in accordance with the district's uniform standards and systems for communications within the district. The position serves as support to the School District's Community Relations efforts.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Coordinates and assists in the design, development and maintenance of the school district web site in accordance with technology department standards and systems.
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Utilizes Dream Weaver software to design, update and release web site. Designs and updates district web site following design criteria established by the district's web site committee and consultant design features. Collaborates with departments in identifying needs, concepts and messages, etc. Provides support to school district staff in maintaining and updating department specific website pages to assure consistency of design criteria. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Performs various clerical support activities using business productivity software (i.e. word, excel, powerpoint, etc.) in the production of newsletters, reports, minutes, memos or other correspondence.
Percent of Time:	35%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Provides support to other district staff in the use and application of business productivity software. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Assists in the development, implementation and support of district wide communication standards including uniformity and standardization of all types of communications.
Percent of Time:	40%	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Associate's Degree or Vocational certificate or equivalent	
High school diploma or GED.		Major field of study or degree emphasis: Information Technology, Web Design or related area.	
1 year college	x	2 years college	
3 years college		4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of the functions, use and application of web development tools (i.e. Dream Weaver). • Knowledge of the various departmental functions and district organization. • Knowledge of the principles, practices and standards associated with web design and construction. 	
2nd year graduate level			
Doctorate level			
Required Work Experience in Addition to Formal Education/Training: A minimum of 1 year previous and directly related experience working with web site design and maintenance, communications or high level secretarial experience.			
Required Supervisory Experience: None			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: None	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in implementing uniform formats, criteria, and communication standards across the district. • Use, operation and application of business productivity software. • Consulting with and providing district wide technical support to personnel in the design and maintenance of individual and department specific web site pages. • Designing, developing, implementing and maintaining web sites. • Utilizing the capabilities of web development tools such as Dream Weaver. • Providing clerical/secretarial support in the generation of various documents such as reports, newsletters, minutes, etc., as delegated.
--	--

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
None	
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work responsibilities are performed in a typical office setting. There are minimal hazards and risks associated with the performance of this classification.
--	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms	x			
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry):		x		

up to 10 pounds				
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Prepared by BCC 12/04