



Web Technology Specialist

SUMMARY: Under basic supervision, updates the Mandan Public School (MPS) website and social network sites; provides technical support and customer service for Core Technology (CT) system users; assists with helpdesk requests, equipment, and other resources.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Updates MPS website and social networking sites with news, newsletters, schedules, calendars, activities, and staff information; makes appropriate decisions based on experience.
- Develops and researches server-side scripting languages to update web platforms.
- Responds to inquiries from MPS staff and website users, and assists as needed.
- Cross-trains on a variety of CT equipment, technologies, and procedures.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Associate's Degree in Computer Science or Web Development, AND two years web development experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- MPS policies and procedures.
- Web scripting and programming languages, including HTML, CSS, PHP, MySQL, and JavaScript.
- Techniques for web editing, graphics development, and component programming, including use of Adobe web design programs.
- Structural configuration and operating capabilities of multiple network operating systems.

Skill in:

- Responding professionally and effectively to customer service requests.
- Operating a personal computer utilizing specialized software, and entering information into a computer system with speed and accuracy.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a computer laboratory and standard office environment.