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| **CAPITOL REGION EDUCATION COUNCIL POSITION DESCRIPTION** |
| **Position Title:** Webmaster **Program:** Technology Services  **General Purpose:**  Under the direction of the Director of Technical Services to develop a desktop communications infrastructure using the worldwide web in order to provide information about CREC’s programs to the community.  Essential Duties and Responsibilities: 1.     Creates and maintains web pages for CREC central, CREC programs and other education programs. 2.     Trains and creates training materials for educators interested in the internet. 3.     Develops new media applications such as CD ROM and video technology. 4.     Consults, advises, designs and troubleshoots web technology for schools and CREC.  **Knowledge, Skills and Abilities** BS/BA and 8 years experience in website design, computer applications, database and multimedia technology or equivalent combination of education and experience.  Requires knowledge of both PC and Macintosh computers and advanced knowledge of internet use.  Requires knowledge of *HTML, JavaScript, Photoshop, NT-IIS* and *Director, CGI on Unix, Telnet & database connectivity*.  CISCO networking knowledge helpful.  Must be knowledgeable in the editing and digital formatting of videos.  Must have good written communication skills.  **Supervision** Supervises 1.  Hires, plans and schedules work, counsels, disciplines and appraises performance.  **Working Conditions** Occasionally requires application of physical strength and stamina to restrain a child experiencing a behavioral crisis.  These statements are intended to describe the general nature and level of work being performed rather than give an exhaustive list of all duties and responsibilities.  **Date:** 3/26/98 |