

Fairfield Public Schools

Fairfield, Connecticut

Notice of Vacancy

POSITION: Webmaster- (Part Time with medical benefits)

RESPONSIBLE TO: Application Integration Specialist

JOB DESCRIPTION: The Webmaster is responsible for the operation of the various Fairfield Public School's websites.

SUPERVISION: Not Applicable

MAJOR RESPONSIBILITIES: The Webmaster is responsible for the operation and user navigation of the various Fairfield Public School's websites. The Webmaster will monitor, improve and update the performance of the existing Web sites by working with and supporting a variety of users and contributors.

RESPONSIBILITIES WILL INCLUDE: The following are illustrative of the current responsibilities. This is position and responsibilities may be modified based on needs of the District.

- Responsible for implementing the ongoing development of the district's three websites: performing day-to-day site maintenance on 3 web sites, inclusive of content posting and aging,
- Supporting and training users and super users who independently post to the sites,
- Recommending and implementing district standards for design,
- Performing navigation and browser compatibility,
- Performing quality-control for third party content
- Maintaining and develop small web applications such as interactive forms or surveys.
- Documentation of best practices and write maintainable HTML/ASP code with comment tags,
- Other projects or tasks as assigned.

CREDENTIALS, QUALIFICATIONS & SKILLS:

BA required in a related field of study or equivalent experience.

- Knowledgeable in web design and content management systems.
- Knowledgeable in Dreamweaver, CSS.
- Experience with HTML 3.2/4.0 at the tag level (HTML 5 a Plus)
- Thorough knowledge of browser compatibility issues for all platforms/major browsers

- Microsoft server-side VBScript and ASP development experience
- Conversion of existing images (TIFF, BMP, PSD) for online use (JPG, GIF)
- Considerable knowledge of TCP/IP, systems administration, CGI gateways, security/firewalls, databases, and database linking

- Joomla experience a plus
- MSSQL and MYSQL database connectivity a plus
- PHP experience a plus

SALARY: \$29.59 per hour, 24 hours per week– 12 month position.

FILING DATE: Immediately.

**CREDENTIALS
REQUIRED:**

Forward letter of interest to the Human Resources Department. For additional information, call:

Chris Brand
Application Integration Specialist. Ext. 8459

Nancy Byrnes
Manager, Information Technology Ext. 8367.