

## Openings as of 1/9/2018

### ***Webmaster***

**JobID: 1509****Position Type:**

Communications

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[Email To A Friend](#)[Print Version](#)**Date Posted:**

1/9/2018

**Location:**

Administration Building

**Date Available:**

January 2018

**Closing Date:**

01/23/2018

**To Apply:** <http://www.friscoisd.org/employment/current-openings>**Job Title:** Webmaster**Reports to:** Executive Director of Communications & Community Relations**Dept/School:** Central Administration Office**Work Year:** 226 days**Base Salary:** Actual salary will be calculated based on experience.**PRIMARY PURPOSE:**

Create, modify, and maintain the district website to provide an accurate and timely source of information.

**QUALIFICATIONS:****Education/Certification:**

Bachelor's degree

**Special Knowledge/Skills:**

Understanding of mobile and responsive web  
Knowledge of CSS, HTML, and JavaScript  
Knowledge of digital accessibility impacts of multimedia and web standards  
Knowledge of Photoshop and Adobe Creative Cloud software to take multiple projects from concept to completion with minimal supervision and direction  
Proficient skills in basic graphic design, desktop publishing, writing, and editing  
Excellent attention to detail, sense of visual design and technical knowledge  
Ability to work independently as well as collaboratively as a member of a creative team  
Ability to detect, analyze, and solve technical problems  
Strong organizational, communication, and interpersonal skills

**Experience:**

2 years of experience with web design and professional website or social media management preferred

**MAJOR RESPONSIBILITIES AND DUTIES:****Website and Social Media**

Maintain timely and accurate information on the district website and social media platforms.

Work closely with the Communications and Public Relations staff to assure overall quality in content and design.  
Provide technical support for the web page.  
Create visual content for the web, social media, and district communication applications.  
Work with campus and department web liaisons and provide training and support.  
Seek out information for the website and explore new technology and software that might assist the district in communicating to various audiences.  
Stay current with best practices related to web design and social media.

### **Communication Applications**

Work closely with district communication application providers to ensure all enhancements and fixes are done well and in a timely manner.  
Provide training and technical support on all aspects of district communication applications.  
Continue to seek ways to improve district communication applications.  
Prepare weekly district e-newsletter for electronic distribution.  
Maintain mass communication system including training and technical support.  
Communicate technical information in a non-technical manner.

### **Other**

Measure customer and user satisfaction via statistical data gathering, site feedback, and personal interaction.  
Continuously evaluate and modify site components, design, user interface, and content areas based on user data, feedback, and current best practices.  
Maintain an awareness of emerging trends and technologies.  
Asses strengths and weaknesses of current web implementation and make recommendations for improvement.  
Continue to enhance professional and technical skills appropriate for job assignment.  
Perform other duties as assigned by the Executive Director of Communications and Community Relations.

### **WORKING CONDITIONS:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Work with frequent interruptions. May be subject to repetitive motion such as typing, data entry and vision to monitor. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions.

**Application Deadline:** January 23, 2018 (4:00 PM CST)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved By:** *Dr. Pamela Linton*, Assistant Superintendent of Human Resources  
**Date:** 1/9/2018

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