

WEBMASTER JOB DESCRIPTION

Written by Jeff Moore, 3/3/2022.

SUMMARY

Responsible for maintaining the website for the Santa Clara County Historical and Genealogical Society. Ensure site is functioning properly and is available to users. Receives new and updated information from members of the board, committees, and projects, and posts it in a timely manner on the website. Act as a website consultant for the Society.

PRIMARY RESPONSIBILITIES

- * Update existing web pages and create new pages as needed and in a timely manner.
- * Update online indexes in a timely manner when updated information becomes available.
- * Consult on alternatives for website changes.
- * Reply to any correspondence to webmaster.
- * Maintain email forwarding addresses and mailbox accounts for @scchgs.org addresses.
- * Manage services of domain name registrar and website host companies, and coordinate with treasurer to ensure fees are promptly paid.
- * Keep off-site backups.
- * Share all webmaster credentials with Society president.
- * Ensure PayPal interface operates properly.
- * Convert and post flyers in PDF format.
- * Change members-area and other passwords.

TECHNICAL SKILLS

- * Knowledge of HTML and CSS to maintain web pages.
- * Ability to learn PHP, used for online form pages.
- * Ability to read Java programs used to create online index pages and to periodically replace standardized portions of all html pages. A new technology could be substituted.
- * Familiarity with JavaScript for very infrequent changes.

- * Mindset to thoroughly test changes, and to protect the website.

JOB HISTORY

- * Current webmaster has held position since March 2016, taking five to thirty hours per month, usually around fifteen.

- * Responsibilities could be shared amongst a team, reducing the hours and technical skill requirements. New team members could supplant and backup or replace the current webmaster.