



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Web Manager	Location:	Technology
Reports To:	Technology Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhusd.org website

Education and Experience Requirements

High School diploma or equivalent required. AA degree preferred. Minimum of One-year experience/training in website design and management. Minimum of One-year experience/training using Adobe Dreamweaver or a similar product and Photoshop or similar products. Working knowledge of latest versions of HTML and CSS. Minimum of One-year experience/training in Synergy recommended

Certificates and Licensure Requirements

Valid Arizona Driver's License; with good driving record.
IVP fingerprint clearance card through AZ Department of Public Safety

Summary

Perform a variety of technical tasks and duties concerning the design, implementation, and maintenance of the district website and other web-based resources and applications. In conjunction, these tasks will be expected to be performed with a high level of social and intrapersonal skills as demonstrated through communication, teamwork, and collaboration. They will further be performed in a K-12 educational setting. Job responsibilities may be required to be carried out in school buildings, offices, classrooms, labs and designated instructional/learning areas.

Qualifications

- Knowledge of computer systems to help troubleshoot problems users may be having with district website or district's online resources.
- Ability to evaluate and remedy website function and accessibility issues.
- Ability to communicate effectively orally and in writing
- Ability to work effectively without direct supervision
- Excellent customer service skills
- Excellent communication skills (written and verbal) including the ability to communicate through a variety of media resources
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

- Maintain, update, and redesign as necessary; all Lake Havasu Unified district and school websites. Responsibility for district office social media may be added at some point.
- Ensure that LHUSD has a well-designed, unified, consistent, and accessible website.
- Anticipate needs.
- Publish to websites provided materials as well as develop relevant content on your own.
- Post to website notices of public meetings, meeting agendas, meeting minutes, and other related materials, and meeting video when available.
- Check that provided materials comply with district policy.
- Maintain district YouTube channel.
- Video record meetings of district governing board and other district events as requested.
- Make staff ID cards as requested by HR department using photos taken by them or by you.
- Maintain familiarity with district policies in general, district mission, and district web-publishing policy in particular.
- Maintain familiarity with any relevant state and federal guidelines for school/government websites.
- Respond to all public enquiries about district websites and direct to the appropriate information, or route incoming mail to the appropriate person.
- Work in a self-directed and efficient manner.
- Additional responsibilities as assigned.



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Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Bends, stoops, lifts, climbs.

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.