**Duval County Council of PTAs Webmaster Job Description**

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**Responsibilities:**Assist DCCPTA board members and create & update web pages and posts including: news, calendar, documents and forms, links, and others to be determined by the board.  
B. New content will be created and corrected by the board member(s). Webmaster can add content and board is encouraged to alert webmaster of any needed corrections.  
C. Weekly maintenance to include: updating content; deleting outdated content, as directed; looking for and correcting errors, make needed backups, look for and repairing broken links, making certain that all pages are correctly formatted, making recommendations for design changes and other basic WordPress upkeep and updates.  
D. Provide training to board members for those who would like to add news articles, calendar items, and content to the website.  
E. Train an assistant webmaster for office succession as approved by the board.  
F. Review FPTA Communication Award criteria and apply for the award

1. **Not Responsible for:** A. Writing content or editing. B. Contacting individuals to provide content.   
   C. Maintaining financial payment and accounting.

**Skills, Knowledge and Experience Desired:**

A. Webpage design experience.  
B. Webpage maintenance experience.  
C. Creativity with the graphic user interface and elements.  
D. Ability to communicate with technical and non-technical contributors and developers.  
E. Intermediate skill levels using PDF files, Paint™ or graphic program, and Microsoft™ Word™ and Excel™. Working knowledge of WordPress, themes, plugins and widgets.  
F. Working knowledge of 1 & 1 hosting company or similar hosting company.

**Other Requirements:**

1. Access to computer with necessary Microsoft Office™ software (Word™ Excel™), internet provider, and, printer.  
   B. Attend board meetings to report on website information, and to keep current with upcoming events and activities.  
   C. This position reports to the DCCPTA Board.  
   D. Access to all the sign on information and passwords

**Basic Function:** Updating and creating web pages, and maintaining the website.  
**Work Location:** Anywhere  
**Time commitment:** 4-5 hours/week

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