Duties/Responsibilities:

The Web Administrator will maintain web content and design to ensure that the assigned website is functional, accurate, and up to date.

- Creates and maintains websites in collaboration with The Board.

- Reviews web content, links, and design; provides necessary updates and enhancements in a timely manner.

- Manages internet infrastructure including file transfer protocol (FTP), file storage and news.

- As required assists with drafts, documents, and implements backup, recovery, and business continuity plans.

- Maintains knowledge and expertise in web design and development; participates in professional conferences, workshops, and groups.

- Performs other related duties as assigned.