

YUROK TRIBE – JOB DESCRIPTION
Webmaster

Job Title:	Webmaster	Job Grade	8
Department	Information Services	Location	Klamath
Reports To:	IS Director	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$21.84-28.39		

POSITION SUMMARY:

Under limited supervision, the Webmaster performs specialized and technical activities to design, oversee and coordinate the tribal government’s website; provides technical assistance and guidance to the various department staff by supporting and coordinating tasks related to the department’s web pages; serves as the main resource person for the tribal website.

DUTIES AND RESPONSIBILITIES:

1. Performs complex work in the development and maintenance of the Yurok Tribal Government website. The work should be both highly functional and aesthetically appealing.
2. Oversees and coordinates the planning and ongoing development of the tribal government website, including maintenance and the updating of software.
3. Works with the tribal public relations officer to maintain and update tribal social media sites, as well as create a digital synergy among these sites.
4. Assists in the interpretations of Tribal, State, and Federal regulations to determine impact on assigned system functions; develops system modifications to ensure compliance with regulations.
5. Participates in developing, implementing, and coordinating operating policies and procedures related to various tribal program systems.
6. Consults with and advises staff and users on technical problems, legal and system requirements, and tribal policies.
7. Solves system problems using available resources such as data processing or improved manual methods; tracks reported problems through resolution.
8. Authorizes system access to users.
9. Develops, generates, and distributes reports.
10. Provides technical assistance to all tribal government staff.
11. Livestreams Tribal Council meetings and other events, as assigned.
12. Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has minor supervisory responsibilities such as monitoring, reviewing and correcting subordinate staff work and providing education, consultation, and training.

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MINIMUM QUALIFICATIONS:

- Prior experience working with Adobe Creative Suite.
- Demonstrated ability maintaining a large and complex organization's website.
- Thorough knowledge of HTML, PHP, and or other web development programming languages.
- Ability to organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.
- Prior experience working with content management systems; such as Drupal, Joomla, or Wordpress.

EDUCATION/EXPERIENCE:

Requires two years of college-level coursework in computer science, information technology, or a related field and a minimum of three years of related work experience.

Equivalent combinations of education and experience are qualifying for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid California Driver's License and able to be insured by Tribal insurance agency.
4. Must pass a background investigation and fingerprint clearance.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 60 pounds.
8. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

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- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date