



# Webmaster

**Purpose:** To increase access and delivery of information both to the general public and internally to OSS PTO membership.

**Prerequisite/Requirement:** Use of computer is required for this job. Candidate must be comfortable with HTML, some php, and various image formats, and have familiarity with converting materials to different file formats (for example, jpeg to PDF and vice versa).

## Job Responsibilities

- Administrate, maintain and update OSS website.
- Monitor and administrate discussion board.
- Add new sections and/or pages as needed.
- Update Weekly Bulletin page.
- Create and manage OSS email accounts.
- Work with newsletter editor to create PDF of monthly newsletter and post to site.
- Assist users when they have questions.
- Additional hours available for redesign of websites/new page administration.

**Financial Responsibility:** None

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours earned:** 50

**Reports to:** Principal/President

**Term:** August to June

**Selection Process:** Appointment. This position will be filled by appointment by the PTO Executive Board. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the end of the May General Meeting.

**Term:** August to June

Candidates

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**Revised 5/23**