

PLEASE POST

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SUBJECT: Vacancy
FROM: Nora Jefferson
Assistant Superintendent Human Resources/Labor Relations
DATE: March 04, 2008
DEADLINE: March 10, 2008

Notice is hereby given of the following position, which is now available in the Benton Harbor Area Schools. Interested candidates who are qualified and are now employed in the school district may apply for this position, in writing to the Human Resources department.

JOB TITLE: **Webmaster / Systems Analyst**
LOCATION: **Technology Department – MLK Building**
SUPERVISOR: **Director, Technology**

JOB SUMMARY:

Benton Harbor Area Schools is currently seeking a Webmaster / Systems Analyst that would like to broaden their horizon by joining a technology department focused on developing world-class solutions in public education for a multicultural school district. A person that has strong interests in the full Technology value chain and is eager to learn every day and to translate that learning into practical solutions that empower students and teachers to reach extra-ordinary results is highly desired.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

In this position you will have the opportunity to:

- Design, develop, and execute web site architecture and navigation including redesigns and upgrades, web site releases, QA sign off, content management and documentation.
- Ensure web sites are optimized and are tested for cross-browser compatibility.
- Advise internal groups on all issues relating to the web sites and collaborate with staff on design and layout issues to facilitate web content publishing.
- Educate district personnel on web publishing standards & procedures and related applications.
- Integrate web sites with database management systems where necessary.
- Design customized reports across multiple databases using tools such as Crystal

Reports, Business Objects, Advanced Reporting Tool, etc.

- Capture, extract, convert, clean and import data from a variety of data sources and platforms.

Other opportunities may include:

- Assisting in development and maintenance of the technology department's Asset Inventory Management System and Help Desk Management System.
- Help Desk request resolution.
- Leading district-wide year-end physical inventories of technology assets.
- Assist the IT Manager and the Director, Technology in redesigning and documenting department procedures and practices.
- Deployment of hardware and software throughout the district.
- Supervising co-op students working for the department.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

The successful applicant will have the following experience and skills:

- High School Diploma or equivalent required. College and/or certifications a plus.
- Experience in designing web-based applications. Must have been involved in architecture of a least one web-based system from the ground up.
- Knowledge of web development software such as Dreamweaver, Frontpage, etc.
- Knowledge and experience in the use of Windows-based PC's.
- Competency with Microsoft Office Professional application software. Exposure to OpenOffice a plus.
- Experience with relational database development and administration, including SQL statements and stored procedures. Microsoft SQL Server, Microsoft Access experience is preferred. Any Unix-based relational database experience is a plus.
- Ability to work with a diverse group of individuals with a wide range of computer and software skills.
- Experience in both the private and public sector is a definite plus.
- Experience with grant compliance is desired.
- Must be willing to work flexible and/or extended hours as necessary.
- Superior customer service focus.

Benton Harbor Area Schools prides itself on hiring great talent with the necessary requirements and qualifications to achieve greatness. In this position, we are looking for someone that possesses strong character and integrity as well as confidence in their actions to ensure the reliability and availability of all technologies serving our students and district employees. The individual must be innovative in designing solutions and communicate effectively to deliver these solutions. With these attributes and practices, we believe that the individual will successfully provide extraordinary results that will contribute to Benton Harbor Area Schools' future successes.

Equal Opportunity Employer