

Website Manager

Updated 2009; people who have held this position: Carol Johansson, Nancy Snow.

The website manager is appointed by the Board to maintain the GSSWI website. The website manager need not be a member of the Society but will maintain the website to reflect the current operations of the Society. On behalf of the Board, the VP will coordinate all changes to the website, although the website manager may accept input from other GSSWI directors, such as the Director of Programs or Director of Archives.

General Description:

Website managers create web pages. However, the majority of their responsibilities involve the maintenance and updating of an existing website. They are responsible for ensuring the website operates as expected, maintaining consistency throughout the website, ensuring that hyperlinks to other places on the Internet are current, and responding to questions/requests/complaints from users. Additionally, they are responsible for the style and content of the site.

The website manager administers the upkeep of the website, making necessary updates, verifying HTML validity and ensuring that all links stay active. Website managers are usually responsible for editing content, optimizing web navigation, enforcing style consistency, and adding new information to benefit visitors. Quality control tests are often conducted by website managers who then improve the architecture of the site.

Must have knowledge of, and know how to use a File Transfer Protocol (FTP) client used to transfer files between your computer and File Transfer Protocol (FTP) servers. Sample FTP clients include Cute FTP, WS_FTP, Fetch and others.

GSSWI-specific Information:

The GSSWI website is built in hypertext markup language (HTML) with cascading style sheets (CSS) for formatting. The site also includes a large number of portable document format (PDF) files, plus Javascript files that run the navigation, an external search box through FreeFind and a site tracker through eXTReMe tracking. Recently, new technologies have been added, including a blog through blogspot.com and wikis through pbwiki.com. These new technologies are external to GSSWI's website, although they are linked.

Skills and Aptitudes:

- Strong PC skills, including word processing, email, Internet browsing and graphics editing, are required.
- Basic web skills in HTML and CSS or the use of an HTML editor are required .
- Familiarity with Javascript is preferred but not required.
- Knowledge of PhotoShop Elements or another image graphics program with which to crop, enhance and optimize graphics into small file sizes without compromising image quality.
- Understanding of site architecture and navigation.
- Excellent spelling and grammar skills.
- The ability and willingness to respond to requests in a timely manner and to transition to a replacement, including training if needed, when appropriate.