

## **COLORADO ASSOCIATION OF LIBRARIES POLICIES AND PROCEDURES**

**POLICY/PROCEDURE:** #6D

**SUBJECT:** Web Coordinator: Job Description

**EFFECTIVE DATE:** October 17, 2002

**REVISION DATE:** August 4, 2006

**Title of Position:** Web Coordinator

**Supervisor/Relationships:** Reports to the Business Manager.

Serves and communicates with Executive Board and Association, Division, Interest Group and Committee officers and chairs; and Association Staff

**Position Summary:** Serves as the Association's Web master.

**Position Responsibilities and Duties/Specific Responsibilities:**  
Designs and develops CAL Web site. Produces and posts content approved by the CAL Board or Business Manager.

Manages all technical aspects of CAL. Web site and web data

Maintains the integrity and accuracy of the CAL website

- Reviews link checking reports and repairs broken links.
- Processes routine Web site revisions requests.
- Monitors forms output and files.
- Revises Web documents.
- Loads files.
- Regenerates database reports and indexes.
- Adds and revises metadata elements.
- Updates Web site to conform with latest standards (W3C, CSS, accessibility, etc.)

## **Skills/Qualifications and Relevant Experience**

(Include education, career experience, skills needed, etc.)

- Demonstrated skill in the use of Web authoring tools, HTML, JavaScript, css and other Web technologies.
- User experience with desktop applications and operating systems.
- Experience in using the Internet as a research or operational tool.
- Knowledge of and skill in the use of data and metadata standards and techniques in an electronic environment.
- Knowledge of networked hardware and software.
- Knowledge of electronic information technologies.
- Demonstrated ability to learn new technologies and stay current with technical developments.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to perform in a complex and changing environment.