

NORTH TEXAS REGIONAL LIBRARY SYSTEM, INC. (NTRLS)

JOB TITLE: Volunteer Technology Consultant

POSITION FUNCTION: Under the general supervision of the Assistant Director, assists the Technology Consultant with all aspects of the organizational website. Assists the IT Specialist in maintaining and supporting office technology. Assists the Assistant Director in maintaining technology for workshops.

DUTIES:

Assignments with NTRLS Office and System Projects:

1. Assists with aspects of organizational website
2. Updates website content through organization's content management system
3. Participates in web page design and development as needed
4. Maintains website backend through the development and supporting of backend Active Server Pages scripts including all website forms.
5. Maintains organizational structure of website
6. Assists with SQL Server database backend including, but not limited, updating data as needed.
7. Assists with maintaining the continuing education portal
8. Keeps current in emerging website technologies including Web 2.0.
9. Evaluates website through usability testing and surveys
10. Assists in the maintenance of office technology
11. Assists libraries with the Integrated Library System
12. Other duties as assigned.

EDUCATION and EXPERIENCE: The employee must have a Bachelor's degree or equivalent from a four-year college; or two to three years of related experience and/or training; or equivalent combination of education and experience. The employee must be familiar with website development and have some familiarity of databases; especially SQL Server 2000/2003. The employee must have experience in troubleshooting hardware and software. It is preferred that the employee have knowledge of Active Server Pages, DHTML and Web 2.0 technologies.

SPECIAL QUALIFICATIONS: The employee must have a valid Texas driver's license, proof of liability insurance and have access to a motor vehicle.

COMPUTER REQUIREMENTS: The employee must understand theoretical and practical applications of computer technology and be able to communicate with others.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift up to fifty pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee works alone in an office or with others in meeting rooms. The noise level in these environments is moderate.