

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20139	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSK - Marketing Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE INFORMATION TECHNOLOGY SPECIALIST (WEBMASTER)	4. CLASSIFICATION NF-2210-03	5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE 20170713
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DUTIES AND RESPONSIBILITIES

Under the direction of the Marketing Director Responsible for designing, developing, coding, installing, maintaining, testing, and debugging Internet/Intranet Web-based applications. Work includes troubleshooting problems associated with Internet Web applications and/or Internet web pages, various social media platforms and also monitors the health and security of the Internet/Intranet web servers. Performs maintenance, security updates and administrative work to keep Web-related servers operational. Develops technical architecture of Internet Web sites including scripting, database design and user interface design and also researches and creates scripting/programming for Website features. Communicates with other personnel regarding technical requirements of Internet/Intranet Web sites and/or upcoming projects or events related to the Internet/Intranet Web sites. Keeps abreast of current web practices to make sure websites and social media pages stay as innovative and fresh as possible. Remains current with the latest web-security techniques and best practices to diligently protect Air Force and Force Support and its data. Creates and designs ads for the webpage, social media pages and digital signage. Coordinates and schedules site projects and upgrades. Develops long-range plans in conjunction with internal operating directives. Coordinates with other 61 FSS activities/flights to keep the site and pages up-to-date and accurate. Maintains personal proficiency with duty-required technology, tools and hardware advancements. Trains end users and staff in the use of publishing tools and automation that will help them support their activity or flight in providing service. Assist in creation of marketing design, artwork, and promotional displays. Performs other related duties as assigned.

QUALIFICATIONS

Ability to coordinate, advise and assist in routine website/content support and design. One year experience in the following: Analyzing and documenting website/social media content practices, policies and procedures, along with analyzing, developing and modifying complex website/content applications and database systems; Knowledge and skills to secure and monitor web servers using various tools, either hardware or software related to identify problems and develop effective solutions; Experience and knowledge with software to create and/or manipulate graphics, as well as, experience and knowledge of online marketing, social networking, and other internet-based capabilities; Also, the ability to analyze existing and new procedures to determine the technical solution that meets the user needs as well as effectively research problems and extrapolate knowledge between web applications. Background in marketing, public relations or advertising is desirable. Applicant must have a working knowledge of web page maintenance and must be able to write script. Must be able to satisfactorily complete a National Agency Check with Inquiries (Tier-1).

PERFORMANCE STANDARDS

Performance is measured on the basis of results achieved. Work is performed in a timely manner and in accordance with established policies, procedures, and regulations. Must exercise diplomacy and be courteous when conducting official business and tact when dealing with customers. Must maintain cooperative and harmonious working relationship with other staff members; show willingness and ability to learn on the job. Occasionally required to work outside normal business hours. May be subject to irregular tour of duty.

TRAINING

All formal and informal training as deemed necessary by management. May include OJT, TDY, video/telephone conferences, and correspondence courses.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  Supervisory Marketing Specialist	DATE 29 May 2018
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