

Inland Northwest Council of Libraries (INCOL)

<http://incol.sclld.org/>

Position Description

POSITION TITLE: Webmaster
POSITION SUMMARY: Maintain the INCOL website. Distribute a flier for two INCOL Continuing Education (CE) Workshops.

RESPONSIBILITIES:

1. Maintain the INCOL website.
 - a. Update documents, post events and other professional interests.
 - b. Test links and maintain consistent custom URLs.
 - c. Correspond with persons who email the Webmaster through the website.
 - d. Moderate post comments.
2. Communicate with INCOL directors and CE committee members when information on the website has been updated.
3. Compile evaluation results from workshops and post the compiled results to the website.
4. Work with the Event Marketing Specialist to promote workshops.
 - a. Post the finalized flier.
 - b. Send an email with the flier to INCOL directors and INCOL CE committee members and kindly ask them to post it to listservs not included below.
 - c. Post the INCOL CE Workshop information to the following listservs:
 - i. publib@webjunction.org
 - ii. libidaho@ala.org
 - iii. walt@wla.org
 - iv. wla@wla.org
 - v. walibtrain@list.statelib.wa.gov
 - d. Post to NWCentral.org
 - e. Email workshop information to Washington State Library Training Calendar administrator to request inclusion.
 - f. Email the finalized version to all INCOL members and ask them kindly to post, distribute and forward on.

Approved: May 22, 2013

Revised: