



JOB DESCRIPTION

TITLE: Website Administrator/Web Team

REPORTS TO: Board Director/

SUMMARY: Manages the Association server and website to enhance Communications with ASA membership and affiliated off-highway vehicle organizations.

DUTIES AND RESPONSIBILITIES:

- Update the server, keep it patched and running.
- Ensure co-location site is properly maintained.
- Limit access to only those with a need for access to complete a job.
- Work with “content” writers to ensure site maintains universal and symmetrical appearance. All site content must be approved prior to posting.
- Maintain backend databases for ASA Sponsor Advertisements, Website and BBS.
- Ensure BBS is running smoothly by working with moderators.
- Maintain constant vigilance of the site to ensure it is up and running. Communicate with appropriate personnel as needed.
- Ensure that the site is secure and not available to hackers (to the extent possible).
- Creates and maintains tools for the various ASA committees.
- Answers all emails addressed to the ASA webmaster.
- Ensure the site maintains RFC compliance.

- **Monitor the site for bandwidth problems, bad links and inappropriate postings and implement policies that ASA has established for the website (e.g. privacy and discussion forum policies).**
- **Monitor website usage and make recommendations for keeping user's response times efficient.**
- **Maintain links to other sand sports and OHV-related websites or sponsors as directed by the Communications Committee.**
- **Post ASA Newsletters.**
- **Make recommendations to the Communications Committee for improvements to the website and server.**
- **Work with Legal Counsel on revisions to any legal policies or disclaimers as appropriate.**