**Job Title:** Webmaster **PRSPS Job Description – Webmaster Job Description**

**Reports to:** Secretary  **Rank:** Lieutenant

**Definition and Nature of the Work -** A webmaster is in charge of maintaining the PRSPS Website. The webmaster is ultimately responsible for ensuring that a Website is easy to navigate and that it addresses the needs of the squadron and its members. The main job of a webmaster is to monitor, improve, and update the performance of an existing Website.

* The webmaster must be knowledgeable of the USPS organization, objectives, policies and current activities.
* Make sure the Web site works properly and can be accessed quickly by as many people as possible.
* Maintain the site with the most up-to-date information including the databases linked to the site
* Check the site for links and images that do not load properly.
* Monitor the visitors count to the site to determine if the site needs to be upgraded.
* Keep abreast of new technology, and which technologies will enhance the squadron Website.

**Web Design and Webpage Upload Software**

The USPS ITCom website contains references to numerous sources of technical data to assist webmasters. Software used to upload new or revised pages to the server is WS\_FTP Home. Uploading pages to the ITCom computer is over a secure connection. and requires a user name and password to access the ITCom computer. The webmaster is registered with ITCom and is the only person authorized to access the ITCom computer for updating the squadron website.

**Website Host**

The PRSPS web site is hosted by the USPS Information Technology Committee (ITCom) computers. The site is located at URL [www.usps.org/localusps/peaceriver](http://www.usps.org/localusps/peaceriver). To make the name of the website more recognizable, a unique Domain Name has been secured from [www.dotearth.com](http://www.dotearth.com) for a fee of $75 for five years. The domain name is [www.puntagorda-boating.org](http://www.puntagorda-boating.org). This domain name was selected to describe the geographic area the squadron resides in as well as the major activity of its members, recreational boating. When this URL is entered in a web browser, the command is redirected to [www.usps.org/localusps/peaceriver](http://www.usps.org/localusps/peaceriver). Web hosting by USPS ITCom is free of charge to squadrons and districts. However, certain restrictions and requirements have been imposed. **(Requirements for USPS Web Sites Housed on the ITCom System)** In addition, requirements have been established for all USPS web sites regardless of where they are hosted. **(Requirements for All USPS Web Sites)** Copies of these requirements are attached to this document.

**USPS Website Awards**

An evaluation is conducted each year by ITCom of all USPS websites for two levels of recognition: The first is **(The USPS Website Recognition Award)** for websites that meet the basic criteria of presenting your squadron, district and USPS to the public and dispensing critical event information to members. The second is **(The USPS Website Excellence Award)** for those websites that have gone far beyond the minimum requirements and provide the information in an especially organized, informative and artistic manner that encourages visitors to view all of the information available and be inspired to make contact for additional information.