



## JOB DESCRIPTION

TITLE: Information Technology/Digital Media Specialist  
DIVISION: Information Technology  
REPORTING TO: Director of Information Technology

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**SUMMARY:** Reporting to and under the direction of the Director of Information Technology and Director of Educational Technology, this position provides general technical support to The Village School of Naples faculty and staff which includes providing technical assistance to all employees, maintaining the website, and managing the database systems.

### **DUTIES AND RESPONSIBILITIES:**

1. Manage website technical structure, design and aesthetics, functionality, content, navigation and information architecture with existing in-house technology.
2. Implement web site content, graphics, performance, and capacity. Integrate website with other computer applications as needed.
3. Maintain a strong working knowledge of assigned (instructional) software for the purpose of providing problem diagnostics and accurate troubleshooting for timely solutions
4. Provide input on future needs and assists with identifying software selections.
5. Provide technical assistance to computer users. Answer questions or resolve computer problems for employees in person, or via telephone or electronically.
6. Provide assistance concerning the use of computer hardware and software, including printing, installation, electronic mail, and operating systems.
7. Set up equipment for employee use, perform or ensure proper installation of cables, operating systems, and appropriate software.
8. Keep up-to-date technically and apply new knowledge to the position.
9. Must be able to successfully manage multiple tasks, projects, and responsibilities.
10. Perform other duties as assigned or needed.

### **QUALIFICATIONS:**

- Bachelor's degree in Information Technology related discipline or 3 years' experience in a related area.
- Ability to use computers and computer systems (including hardware and software) to program, set up functions, and enter and audit data.
- Basic understanding of technology hardware, including desktop computers, laptops, tablets, smartphones, printers, projectors, smart boards, scanners, and digital cameras
- Working knowledge of Google applications

- Possess strong proficiency in HTML, and other languages necessary to fulfill duties of the position. Ability to hand-code in HTML to web standards including coding for mobile platforms and responsive designs preferred.
- Working knowledge of developing, designing, or creating new applications or systems, including artistic contributions as related to web design.
- Working knowledge of converting written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of web and multimedia content. Working knowledge with Adobe Creative Suite/Cloud programs preferred.
- Ability to effectively analyze data and problem solve by identifying the underlying principles and breaking down information into separate parts.
- Possess demonstrated listening and communication skills and strong command of the English language.
- Ability to deal with difficult situations in a professional manner.
- Ability to role model Christ skills and support the school's Christian environment.
- Physically, the position requires sitting, walking, standing, crawling, and ability to lift up to 25 lbs. without assistance.

Application Instructions: Submit your application, cover letter, and resume to the job posting at <https://cssnctvs.sentrchr.com/?requisition=21>. You must use a computer versus a mobile device to complete the application process.