

**WEB MANAGER POSITION DESCRIPTION**

The Web Manager is responsible for designing and maintaining content on the Alberta Library Conference web site. The content for the site is to be determined each year by the planning committee in consultation with the web manager. The site is to be maintained year round, with varying levels of activity taking place related to the various stages of conference planning. The Web Manager works closely with the person responsible for creating the conference brochure, ensuring that information is added to the web site as it becomes available. Content must be provided in both HTML and PDF format.

**Key duties and responsibilities**

- ?? Maintains an Internet account with Edmonton Freenet, or an alternate service that provides web space for a reasonable yearly fee.
- ?? Obtains content for the web site from appropriate planning committee members including:
  - o graphic files and logos
  - o speaker descriptions
  - o session descriptions
  - o exhibitor information forms
  - o registration forms
  - o conference brochure
- ?? Track web site usage as effectively as possible
- ?? Ensures that sponsors are acknowledged on the web site

**Budget**

Internet account fees  
Stationery  
Telephone

**Reports**

Submit a report at each Planning Committee meeting