TUCSON AMATEUR ASTRONOMY ASSOCIATION
ASSISTANT WEBMASTER
POSITION DESCRIPTION

1. Title: Assistant Webmaster

2. Position Summary:

The webmaster serves as the primary contact for all aspects of TAAA website development, refinement and maintenance. The assistant webmaster performs a range of duties related to assisting website design, page creation, security, leader training and maintenance to ensure the site meets the needs and aligns with the goals of TAAA.

The key tools used by the assistant webmaster are WordPress, along with its various plug-ins (which add new software functions) and widgets (simple imbedded software applications), as well as a limited amount of html programing to refine certain website functions.

Initially, the assistant webmaster position is responsible for creating, installing, customizing Wordpress and maintaining web pages as directed by the webmaster. This is followed by followed by leader training in the use of the functionality of the pages.

3. **Specific Procedures:**

Performs as or Designates Content Manager for

- Update General Meeting dates on home page and sidebar of website. The Publicist or their designee does the actual content updates, but on the day after each of these meetings (ideally), change the dates to display the dates of the meetings for the following month. This requires minor editing of the relevant "sticky" posts. To change the dates in the sidebar, go to Appearance > Widgets, then Content Sidebar > Public Events to change the dates. This requires comfort with the Wordpress backend and some knowledge of HTML.

Performs as or Designates Content Manager for:

Update of TAAA Policies – The TAAA policies are generally quite small files in size and are housed in the media library of the website. The incumbent drops the policy in the web media library, goes to the site's policy page, and creates a name for the policy with its adoption date and links the document to the name.

Update of TAAA Special Interest pages – The TAAA SIGs have pages dedicated to their subject and often record meetings or presentations during Zoom calls. These recordings are quite large files, and are housed on the TAAA YouTube site. The assistant webmaster provides training for leaders to be able to upload their content to YouTube and then the incumbent creates links to the content on the TAAA webpages.

CAC Reservation System – Assistant webmaster maintains they system, and trains the Reservation Administrator to use the Booking Calendars plug-in. The Booking Calendar is used for managing the

many resources at the CAC site. This plug-in serves to display the calendar of availability for items such as rooms, telescopes, RV parking places and Electric Vehicle charging parking places. These items can be reserved on line or on mobiles device by members. Member requests are accepted or denied by the Reservation Administrator, appropriate funds collected by the system, and notices sent to each party acknowledging each step of these transactions. This system is key to managing the resources and raising funds to compensate TAAA for resource usage.

Maintain Backups.

– Partial backup - An installed WordPress plugin called UpdraftPlus emails a backup of the database monthly. Backups should be stored on both personal computer and in the cloud. The backup emails are set to send the files to the WordPress admin's email account, whoever that may be. If someone else were to take over as WordPress admin, the backups should automatically start being sent to them without further action. In case they're not, the UpdraftPlus
Settings can be updated. UpdraftPlus is capable of restoring the database from one of the backup files if that should ever be necessary. However, these backups are for the database structure only, and do not include content.

- Full backup - Further, semi-annual complete backups of the web site, to include all content and media files should be initiated from the hostgator servers. These backups create large zipped files on the server that can then be downloaded to local computers and provide the complete data necessary to restore the site completely as of that date.

General Wordpress Administration

An assistant webmaster must have a good working knowledge of WordPress, and HTML. Day to day, the site is self-sufficient, but as changes are required, the above experience is helpful.

Periodically the assistant webmaster needs to check the WordPress dashboard/tools area. This contains area has Information about the general health of the site and importantly alerts the user to ‘Broken Links’. These are hyperlinks embedded in the site pages which now point to a missing page. These are usually eternal websites we have linked to that have made changes to their site addresses. I.e. The Grand Canyon links to the National Park Service and accommodation pages routinely make changes that require the assistant webmaster to hunt for the new location of the content and redirect our page links to the appropriate location.

Google Apps Administration

- An understanding of the google app email administration is important, as a number of the automatic emailing features of the web site use TAAA job position google emails as their targets. Occasionally an account or group needs updating for the best web communication process.