

MAFCA Web Master

Reports To: Board of Directors
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Approved By: Jay McCord, President

Summary

Maintains MAFCA website, including content displays and organization.

Essential Duties and Responsibilities

- a. Recommends and implements policies, programs, procedures, and plans to ensure the website maintains an availability to all MAFCA members and the general public.
- b. Assures that the website complies with all state and federal laws.
- c. Serves as spokesperson for organization on website inquiries when possible, referring them to Directors when necessary.
- d. Develops and maintains contacts with Club committees (e.g.: JSC, EFC, Restorers' Class Committee). Posts committee information on website as appropriate. Validates posting requests with the Club President and/or Website Liaison if necessary.
- e. Confers with Club Officers and Directors to assure all areas of Club interest are represented on the website.
- f. Investigates recommendations for website upgrades/updates and vendor selection. Prepares report of findings and makes recommendations for appropriate action.
- g. Consults with Club President and Website Liaison regarding website hosting facilities management and other website vendor selection issues.
- h. Trains Directors and other members on the use of the MAFCA website.

Supervisory Responsibilities

- a. This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- a. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- b. Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- c. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- d. Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and on budget; Manages project team activities.
- e. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- f. Member Service - Manages difficult or emotional member situations; Responds promptly to member needs; Solicits member feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- g. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- h. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings as required.
- i. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- j. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above

own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- k. Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- l. Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- m. Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- n. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- o. Business Acumen - Understands business implications of decisions; Displays orientation to cost management; Aligns work with strategic goals; Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- p. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Complies with Club Ethics Policy.
- q. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- r. Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes Internet dynamics and competition from other Model A clubs; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- s. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- t. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

- u. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- v. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- w. Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

- a. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- a. At least moderate experience and skill in HTML web language, Word document processing, photo manipulation, and keyboard usage.

Language Skills

- a. Ability to read and write in the English language; analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Officers and Directors, members, and the general public.

Mathematical Skills

- a. Ability to work with mathematical concepts such as adding, subtracting, multiplying and dividing. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

- a. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

- a. None required.

Other Qualifications

Physical Demands

- a. While performing the duties of this Job, the Webmaster is regularly required to sit; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close keyboard and computer monitor vision and ability to adjust focus.

Work Environment

- a. The work environment is at the Webmaster's home. A work surface is required for a laptop or desktop computer and monitor. Noise can be controlled by the Webmaster in his/her own home. Frequent breaks from sitting and working on a keyboard can permit walking, and stretching.

Work Hours

- a. This position will require from 5 to 15 hours per week. Some parts of the year are busier than others. Many of the site's features have been automated (e.g.: Historical Photo of the week; "A" of the Day). Standard weekly updates have been schedule for Thursdays each week to avoid daily posting of information from Committees and others. See the ["MAFCA Webmaster To Do List."](#)