

Community Portal Administrator

Community Portal Administrator – Performance Areas:

Administration – 15%

1. Serves as an ex-officio member of the Board.
2. Submits reports to the Board at each meeting
3. Jointly with the Communications Committee manages the Community Portal website, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Executive Board.

Portal Management – 50%

1. Responsible for managing, organizing, designing and maintaining the MPLA Community Portal.
2. Designs and modifies templates for each of the Electronic Community Portal applications consistent with the MPLA web site's style and layout.
3. Configures and manages web hosting server for the MPLA website and Electronic Community Portal.
 - Selects and arranges for web hosting for the Community Portal.
 - Develops and manages the data and application backups.
 - Troubleshoots server problems and resolve issues utilizing the web-host's support system
4. Installs, maintains, and configures all Community Portal applications.
 - Installs and configures each Community Portal component including a discussion forum, wiki, blog, document archive.
 - Plans and implements tasks required for data and application backups.
 - Manages database/user accounts and links each component to a MySQL database.
 - Creates user role settings for Content Managers.
 - Creates user accounts for each Content Manager.
 - Troubleshoots application problems and implements needed adjustments to components.
 - Plans and implements security configuration for each component.
5. Component Management
 - Provides ongoing support for Content Managers including training, troubleshooting, and configuration changes.
 - Provides ongoing support for each component including upgrade patches, weekly backup, and troubleshooting.
6. Evaluation of Community Portal and components
 - Maintains ongoing communication with webmaster and executive board members on the status of the Community Portal.
 - Selects, tests and implements new applications for the Community Portal.

Board Liaison – 10%

1. Serves ex-officio as a non-voting member of the Communications Committee.
2. Attends Executive Board meetings by invitation from the President.
3. Serves as a resource to all committees and Webmaster.

Overall Performance – 25%

1. Performs all activities in a timely manner.

2. Maintains a cooperative relationship with the Board, the Webmaster and all Committee Chairs.

Rating Code

4.5 - 5 Significantly Exceeds Expectations

Consistently exceeds the performance standard and produces outstanding achievements

3.5 – 4.49 Exceeds Expectations

Performance consistently exceeds the performance standards

2.5 – 3.49 Fully Meets Expectations

Performance meets all and sometimes exceeds performance standards

1.5 – 2.49 Meets Most Expectations

Most performance standards are met, however, development and/or improvement is required.

Performance improvement planning is necessary in some areas.

1.0 – 1.49 Does Not Meet Expectations

Fails to meet the performance standards. Performance improvement is essential for continued employment.

MPLA Staff Evaluation Form

Community Portal Administrator

Function/Attribute	Rating				
	Significantly Exceeds	Exceeds	Fully Meets	Meet Some	Does Not Meet
Administration					
Portal Management					
Board Liaison					
Overall Performance					

Please comment on specific areas of excellence