

## **Community Portal Administrator Duties**

### **General**

\* Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.

\* Attends Executive Board meetings by invitation from the President

\* Serves ex-officio as a non-voting member of the Communications Committee and all the Electronic Communities Committees.

\* Responsible for managing, organizing, designing and maintaining the MPLA Electronic Community Portal.

\* Serves as a resource to all committees and WebMaster

\* 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

\* Receives a stipend as set by the Executive Board and expenses paid to each Executive Board meeting to which invited.

### **Duties and Activities**

\* Design and modify templates for each of the Community Portal applications consistent with the MPLA web site's style and layout.

\* Configure and manage web hosting server for the MPLA website and Community Portal.

- o Select and arrange for web hosting for the Electronic Community Portal.
- o Configure the Web Hosting Server through the services control panel.
- o Develop and manage the data and application backups.
- o Troubleshoot server problems and resolve issues utilizing the web-host's support system.

\* Install, maintain, and configure all Community Portal applications.

- o Install and configure each Community Portal component including a discussion forum, wiki, blog, document archive.
- o Plan and implement tasks required for data and application backups.
- o Manage database/user accounts and link each component to a MySQL database.
- o Create user role settings for Content Managers
- o Create user accounts for each Content Manager.
- o Troubleshoot application problems and implement needed adjustments to components.
- o Plan and implement Security configuration for each Component.

\* Component Management

- o Provide ongoing support for Content Managers including training, troubleshooting, and configuration changes.
- o Provide ongoing support for each Component including upgrade patches, weekly backup, and troubleshooting.

\* Evaluation of Community Portal and components

- o Maintain ongoing communication with webmaster and executive board members on the status of the Electronic Community Portal.

o Select, test and implement new applications for the MPLA Community Portal.