

Assistant Webmaster Job Description

- ❖ The Assistant Webmaster should adhere to the Webmaster job description.
- ❖ In addition, the Assistant Webmaster will maintain a mirror image of the current web site on their personal computer.
- ❖ It is the duty of the Assistant webmaster to download all changes to the web site from the server, at least monthly.
- ❖ In the event of circumstances where the Webmaster cannot fulfill their duties to maintain the web site, the Assistant Webmaster should be prepared to fill this position and duties automatically, when notice from the Webmaster or the board of directors is given.