

System Administrator

General

1. Is given a one year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee.
4. Serves as a resource to all committees and Webmaster.
5. Jointly with the Communications Committee manages the 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.
6. Receives a stipend as set by the Executive Board and registration paid to MPLA conference if invited to attend.

Duties and Activities

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