**MLA Webmaster**

**Performance areas**

**Web Page Maintenance – 70%:**

1. Manages all aspects of the MLA web presence including overall maintenance, review and updating.
2. Works cooperatively with the MLA Executive Director, who is responsible for keeping MLA records up to date, and the current MLA Conference Planner, who coordinates the annual conference.
3. Responds to requests for updates to specific pages might also come from Board members and committee chairs.
4. Manages online surveys, voting, etc. as requested.
5. Performs other duties as necessary.

**Administration – 15%:**

1. Participates in MLA Board meetings.

**Overall performance – 15%**

1. Posts new information in a timely manner.

1. Maintains a cooperative relationship with the Executive Director, the Conference Planner, and the Board.

**MLA Staff Evaluation Form**

**Webmaster**

**Rating Code**

**5 - Significantly Exceeds Expectations**

Consistently exceeds the performance standard and produces outstanding achievements.

**4 - Exceeds Expectations**

Performance consistently exceeds the performance standards.

**3 - Fully Meets Expectations**

Performance meets all and sometimes exceeds performance standards.

**2 - Meets Most Expectations**

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

Performance improvement planning is necessary in some areas.

**1 - Does Not Meet Expectations**

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

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| --- | --- | --- | --- | --- | --- |
| **Performance area** |  |  | **Rating** |  |  |
|  | **Significantly exceeds** | **Exceeds** | **Fully meets** | **Meets some** | **Does not meet** |
| **Web page maintenance** |  |  |  |  |  |
| **Administration** |  |  |  |  |  |
| **Overall performance** |  |  |  |  |  |

**Please comment on specific areas of excellence:**

**Please comment on specific areas of concern:**