

# North Florida Compensation & Benefits Association

## Technology Director Job Description

### **Summary**

Serves as the primary source for coordinating association website functionality and information.

### **Essential Functions**

- Maintains contact with website vendor on website functionality and problems
- Coordinates website updates for board members
- Updates and maintains Board Member website listing
- Trains new board members on website functionality specific to their role
- Ensures that the duties of the position are performed in accordance with the NFCBA by-laws
- Attends Board meetings
- Attends Local Network meetings

### **Position Requirements**

- Desire to support the local community of Compensation, Benefits, and Total Rewards professionals
- Ability to support website functionality
- Ability to send resolve website issues in a timely manner
- Ability to coordinate website changes with vendor

### **Term Length**

The Technology Director role is normally for a two year period, depending upon current chapter leadership needs.

### **Date of Last Revision**

6/11/13