



*10<sup>th</sup> Meeting of the  
International Scientific Committee  
for Tuna and Tuna-Like Species in the North Pacific Ocean  
Victoria, BC Canada  
21-26 July, 2010*

## **ISC Webmaster Position Description<sup>1</sup>**

ISC

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## **RESPONSIBILITIES OF THE WEBMASTER**

The ISC Webmaster (WM) is a position identified within the ISC Office of the Chairperson (OoC) with responsibilities for coordinating all aspects of the ISC website including to ensure the site and all data portals are maintained in a flexible and agile manner so that website content is easily created, posted, and maintained by content contributors, that information can be quickly searched and navigated, and that the pages have a graphically pleasing and coordinated design. Because of funding and the ISC objective of sharing of responsibilities and costs among members, this position is currently supervised by the National Research Institute of Far Seas Fisheries, Shimizu, Japan.

### **Website Contents.**

In 2009, a revised ISC webpage was completed by a professional vendor and made available for maintenance and expansion of contents by the WM. The WM's responsibilities for expansion of contents involve: (1) providing advice and support for all content contributors to develop their respective web content sections based on best practices and ISC guidelines; (2) using relevant software tools to raise the level of development and quality of relevant and meaningful contents; (3) developing and maintaining user documentation that clearly defines requirements and standards as needed for the WM and contributors.

### **Web Site Maintenance**

The WM's responsibilities for maintenance are guided by a Content Management System (CMS) which specifies the WM as the CMS administrator who: (1) creates user accounts, and supervises roles, permissions, and work flows; (2) ensures required software is installed correctly and updates as needed; (3) manages CMS capabilities including content expiration dates, menu structures, calendar/upcoming events, content privatization, system performance and optimization; (4) enables new and modified CMS features as required; (5) maintains the ISC's web site integrity by periodic review for valid links and timely content; (6) review broken link reports and provide user with information to ensure corrections; (7) reviews web site analytics and reports on usage trends for user trends and for service improvements; (8) assists working groups, data correspondents, and the ISC Chair in the development of data access applications.

### **Collaboration with Stakeholders**

The WM is required to work with the OoC, working groups, data correspondents the Data Administrator, and the stakeholders, in a synergistic fashion to ensure that the website is meeting requirements of the ISC and the delivery is accurate, professionally done and on time. He/she is required to communicate with the stakeholders when: (1) executing updates and expanding aspects of the website such as media galleries, reports and working documents, graphs, fishery data, maps, etc.; (2) reviewing web pages for inefficient technical or manual processes and procedures and before implementing improvements; (3) every five years, performing system analysis and design evaluation to gather and document web site design specifications and requirements for upgrading.