

Technologist

Trusted Servant Guidelines

Qualifications:

- In order to support the technology used by Area 36 for its website, the Technologist ought to have a deep set of technical skills for the web. He/she should have a strong working knowledge of:
 - HTML, CSS & JavaScript code
 - PHP code, SQL database code, Perl code
- In order to provide support for the software currently being used by Area 36, the Technologist ought to have a good working knowledge of the operation of:
 - All Microsoft Office software
 - All Adobe software, especially InDesign and Adobe Acrobat and Dreamweaver
 - QuickBooks financial software
 - Database software such as:
 - MS Access
 - Filemaker
 - General Database operations in order to support Group Records
 - Audio software such as Audacity and audio formats
- In order to provide support for the hardware used by Area 36, the Technologist will need to have a good working knowledge of Microsoft Windows operating system and networking setups
- In order to provide support for the Audiologist, the Technologist will need to have a good working knowledge of Audio recording hardware and software, as well as “best practice” approaches for quality audio recording

Responsibilities:

The Technologist will be responsible for:

- Supporting all hardware used by Area 36 in the furtherance of its goals
 - Laptop Computers
 - Desktop Printers
 - Portable Projectors
 - Portable Recorders
 - Portable & Cloud Data Storage Devices/Systems
- Supporting all software used by Area 36 in furtherance of its goals
 - MS Office Suite
 - Word Document creation
 - Excel spreadsheet creation
 - Access database
 - PowerPoint presentation
 - OneNote notekeeping

- Adobe Creative Suite
 - InDesign – newsletter
 - Acrobat – newsletter/web
 - Dreamweaver – web
 - Fireworks – web
 - Photoshop – web
 - Filemaker – corrections
 - Fellowship New Vision database – group records
 - Audacity – recording audio
- Website development
 - Development of the Area 36 website in accordance with the wishes of the Technology Committee
 - Ensuring that the website functions correctly
 - Manage the hosting service for the website
 - Posting new content to the website in accordance with AA's Traditions and appropriate US/State laws
 - Makes recommendations to the Technology Committee when needed
 - May delegate some of the content management responsibilities with the agreement of the Technology Chair
- Purchasing Agent for Technology
 - Makes hardware purchases as Area 36 needs to add or replace hardware as needed and in accordance with budget and/or appropriate guidance
 - Makes software purchases as needed or budgeted as needed in accordance with budget and/or appropriate guidance
 - Purchases any other technology service, device or program as needed and in accordance with budget and/or appropriate guidance