

The PTSA IT Administrator is responsible for the PTSA's overall Information Technology (IT) needs. This is an ongoing, year-round commitment, but activities are not required every week. For this reason, the IT Administrator may often hold another complementary position, for example, VP Communications or Web Administrator.

Specifically, the PTSA IT Administrator is responsible for the following:

- Ensuring that the PTSA has a reliable, reasonably-priced hosting service, supporting a web site and email accounts.
- Initiating the necessary payments to the hosting service so that access is uninterrupted.
- Ensuring that the WHOIS information for the PTSA domain is current.
- Coordinating with the hosting service/domain provider if there are any access or performance issues.
  
- Managing all PTSA email accounts, ensuring that all PTSA officers, board members, and other volunteers, as identified by the officers and board members, have a working PTSA email account.
- As needed, assisting PTSA email account holders in the use of their email accounts. This includes providing information on setting up mail forwarding or POP3 forwarding.
- Maintaining and sharing an up-to-date PTSA Address Book of all email accounts.
- Periodically checking the PTSA "catch all" email account, forwarding missed emails and troubleshooting the problem which resulted in undelivered email.
  
- Coordinating with the PTSA Web Administrator and other PTSA positions, as needed, to provide FTP access to the host server.
- Maintaining a current backup of all web site files and any other files stored on the host server.