

Probation Officers Professional Association of Indiana, Inc. (POPAI)

Website Administrator Job Description and Agreement

Approved on 12/10/25

1. **POPAI Liaison.** The Chair of the POPAI Technology Committee will serve as the POPAI Liaison. If the Website Administrator receives ideas or work orders from anyone else, she will communicate them to the Chair for consideration.
2. **Professionalism, Up to Date Information, and Accuracy.** The Website Administrator is responsible for maintaining a professional culture in all POPAI electronic publications. Any photo, word, or any other published item must reflect a sober and professional demeanor. The Website Administrator will be responsible to make sure the information on the website is up to date and accurate. Items with an expiration date (conference announcements, etc.) must reflect current information. All outdated information will be removed from the website in a timely manner.
3. **Logins and Passwords.** If a POPAI Board member or the Website Administrator changes the POPAI website or database login or password, the party that makes the change will email the other party with the change within 24 hours. The Website Administrator will maintain a password document for POPAI accounts and send a copy to the POPAI Liaison each time it is updated.
4. **Domain Name.** POPAI owns <http://www.gopopai.org>. The POPAI president will be listed as the administrative contact. The POPAI treasurer will be listed as the billing contact. The Website Administrator will be listed as the technical contact.
5. **Support.** The Website Administrator will perform general website support as directed by the POPAI Liaison. Examples of such support tasks include (but are not limited to):
 - 1) Create and edit @gopopai.org email addresses as needed;
 - 2) Edit, update, and maintain static web pages and PHP web applications;
 - 3) Perform site navigation and link testing;
 - 4) Create and maintain website security levels including secure login process;
 - 5) Maintain code that processes transactions on-line (PayPal, link to POPAI Gear, etc.);
 - 6) Maintain the POPAI membership database (MySQL);
 - 7) Monitor server storage space and advise POPAI Liaison if/when additional space on server should be purchased;
 - 8) Backup website and database files locally and on the web host's server every week. [Rolling backups will be saved at the following intervals: weekly for 4 weeks, monthly for eleven months, and yearly for all years beginning 12/31/2013];
 - 9) Provide a file in CSV, XML, or Excel 2000 format for a specified table in the POPAI Database for the POPAI Liaison to import into Microsoft Access as requested;
 - 10) Keep track of dates and evaluate best cost for renewals (for example our hosting account);
 - 11) Other items as agreed upon.
6. **Standard Monthly Report.** Website Administrator will send an email to the POPAI Board with a Standard Monthly Report that includes:
 - 1) A list of tasks completed that month by date including the time spent on them and fee;
 - 2) The monthly invoice; and
 - 3) Website analytics (via Google) for agreed-upon search terms and other parameters.
 - 4) Other support documents for tasks as requested by the Liaison.

- 7. Website Enhancements.** The Website Administrator will proceed with additional Website Enhancements only after receiving written (email) confirmation from the POPAI Liaison based on a written and agreed upon ***“Proposed Enhancement Cost/Time Estimate.”*** Fees will be itemized by measurable and observable tasks and when completed will be included in the standard Monthly Invoice and Report.
- 8. Designing System Infrastructure.** The Website Administrator gathers details on new POPAI needs then creates and maintains appropriate infrastructure based on current best practices. [Examples: Board Documents Area, Online Elections, etc.].
- 9. Website Administrator’s Fees.** POPAI agrees to pay for the Website Administrator’s Labor pursuant to the terms of the most recent/current contract as follows:
 - 1) \$50 per hour, billed monthly, due on receipt and late if payment not received within 21 days of billing. General website support and maintenance will be “capped” at five (5) hours per month, unless prior approval received from the POPAI Board.
 - 2) Late fees of 2% per day thereafter will apply.
 - 3) POPAI may request a cap on monthly hours no less than a week before the start of that month.
 - 4) Purchasable Materials (like stock images) that the Website Administrator needs for website work will be purchased through POPAI or they will give the Website Administrator permission to use the POPAI credit card on file.
- 10. Quotes.** All new tasks and materials will be accompanied by a quote before work is started. This quote must be approved by the POPAI Liaison. If the work exceeds the cost of the quote, the POPAI Liaison should be notified as early as possible for a new approval. It is very important that the Invoice should match POPAI's budget expectations. This builds trust over time and financial surprises should be avoided.
- 11. Outside Vendor Services.** The Website Administrator will notify the POPAI Liaison if the administrator is not the best person to perform any task. Upon approval, the administrator will seek a qualified individual and manage the communications with that professional on a per hour basis. A separate proposal will be sent from that vendor to POPAI for approval before work begins. POPAI will pay other vendors for their labor and materials directly.
- 12. Time Frames for Completion of Maintenance and General Support.** The POPAI Liaison will include the following in every task communication: Task Name, Task Urgency, Requested Completion Date, Materials (like photos, links, or text). The Website Administrator agrees to respond to emails within one working day with agreement or clarification on Task, Urgency/Availability, Completion Date, and request for additional materials. The administrator will begin work on all requests as agreed on a task by task basis.
- 13. Availability.** The Website Administrator will inform the POPAI Liaison in advance of any planned absences, such as vacations, that will limit availability to respond to and/or to complete requests for Maintenance/Support. Normally, the administrator is available on a Monday through Friday basis and can be reached by cell phone for a weekend emergency within eight hours.
- 14. Security.** The Website Administrator will implement and maintain standard website security procedures and will notify POPAI of any known security breaches or holes.
- 15. Responsibility for Taxes.** The Website Administrator operates as an independent contractor under a Sole Proprietorship and will provide a W-9 Form upon agreement.
- 16. Entire Agreement** This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements, oral or written, concerning the subject matter herein.
- 17. Amendment** This Agreement may be amended only by a written document signed by both Parties.

18. Termination Either Party may terminate this Agreement with 30-day written notice. Upon termination, POPAI shall pay all outstanding invoices, and the Contractor shall return all POPAI property and documentation.

19. Governing Law This Agreement shall be governed by and interpreted according to the laws of the State of Indiana.

20. Term of Agreement This agreement shall commence on _____ and run through _____

IN WITNESS WHEREOF, the Parties have executed this Website Administrator Agreement as of the dates set forth below.

For the Probation Officers Professional Association of Indiana, Inc. (POPAI):

Name: _____

Title: _____

Signature: _____

Date: _____

Website Administrator (Contractor):

Name: _____

Business Name (if applicable): _____

Signature: _____

Date: _____