

TITLE: WEB CONTENT COORDINATOR

LOCATION: Information Systems Department

WORK SCHEDULE: Regular Work Hours

HIRING SALARY: \$45,000.00

CLOSING DATE: OPEN UNTIL FILLED

GENERAL DESCRIPTION: Under immediate supervision, performs technical, graphic design, and administrative duties in the managing of both the city's internet and intranet web sites. Participates in the planning of the design, information architecture, and style of the sites, manages content, trains department web content editors, reviews the sites and site statistics, and tests for functionality on a regular basis. Responds to and resolves problems with content issues. Designs web pages, creates content, edits and reviews content, and publishes to keep the sites current. Trains the department web content editors in how to use the web content management system and follow established guidelines for style; helps solve problems and answer questions about the web site. Consult with department editors and other departmental staff to improve the city's web presence. Maintain an up-to-date knowledge of web technologies and best practices. Optimize web pages for accessibility and search engine functions.

REQUIREMENTS: Any combination of education and experience equivalent to graduation with an associate degree, including study of web technologies and best practices, and with at least two years of experience in creating and maintaining web sites.