

## Cleveland Municipal Court General Division-Job Posting

Job Title:	Website Content Specialist	Salary Grade:	6
Department:	Administrative Services	Salary:	\$45,493.00-\$54,590.00
Reports To:	Project Manager	Date Created:	November 2013
FLSA Status:	Exempt	Date Revised:	N/A

### POSITION SUMMARY

Responsible for the day-to-day maintenance of the websites via content management system. Creating and/or acquiring content for the websites and other online communications media. The position provides first-level support to the Editors assigned in each department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Update websites via the content management system on a daily basis.
2. Perform regular review of websites to ensure content accuracy, timeliness and relevance, and links are maintained.
3. Create and/or acquire site content including plain text, links, database content, still images, animation, audio, video, and interactive devices such as forms and forums.
4. Develop navigation by categorizing content.
5. Maintain site appearance by developing and enforcing content and display standards, editing submissions.
6. Responsible for the design and development of web pages.
7. Proofreading copy and content prior to uploading.
8. Check imaging and resizing when necessary.
9. Maintain a consistent look and feel throughout all web properties.
10. Facilitate the conversion of paper forms and communications to web-based.
11. Recommend overall site content management strategy to optimize relevance and accuracy.
12. Promote the website as an information tool for the public and internal staff.
13. Assist in the testing of new website features and functionality.
14. Monitor web usage and provide statistics for management reporting.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all job duties performed. Other duties may be assigned and work may be performed outside of normal business hours.*

### SUPERVISORY RESPONSIBILITIES

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess creativity and imagination.
- Be adaptable and able to learn new techniques.
- Responsible for meeting expectations and deliverables on time and in high quality including special assignments required during non-business hours.
- Demonstrates creative, technical and analytical skills.
- Demonstrates ability to communicate effectively in both technical and business environments.
- Experience in maintaining or developing websites and/or web applications.
- Strong analytical skill and judgment, with the ability to make recommendations or decisions and to implement same on a timely basis.
- Desire and willingness to work in a collaborative, innovative, flexible and team oriented environment.
- Good interpersonal and written communication skills.
- Be able to multitask.
- Must have or develop an understanding of Court operations in order to assess needs and provide appropriate support.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Computer Science or related field with four years experience maintaining or developing websites; or eight years experience maintaining or developing websites. Knowledge of Sitefinity content management system a plus.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Must be able to push and pull up to 75 pounds and lift and carry 15-20 pounds on a regular basis.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COURT EXPECTATIONS of EMPLOYEE**

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day probationary period.

### **APPLICATION PROCEDURE:**

**Please complete an on-line application. Applications and resumes will only be accepted through the on-line process. Position will remain open until filled.**

**Visit our website: [www.cmcoh.org](http://www.cmcoh.org).**

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