

Cascade County

Job Vacancy Announcement

Position: IT Web Specialist	Closing Date: Open Until Filled
Dept.: Information Technology	Dept. Adm.: Tom Yashenko
Type of Position: Full-time	Salary: \$16.00 per hour
	Must join Teamsters Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service.	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Web Specialist oversees internet and web operations for Cascade County; set up, host and provide assistance and consultation to departments; oversees multi-tasking web operations for Cascade County websites; provides leadership in the design, development, implementation and support of Web operations on a countywide level; administers the upkeep of the web site, making necessary updates, verifying HTML validity and ensuring all links stay active; is usually responsible for editing content, optimizing web navigation, enforcing style consistency, and adding new information to benefit visitors to the County website and department users.

JOB REQUIREMENTS

Knowledge and understanding of: Internet/Web tools, technologies and protocols, including Apache2, MySQL, JavaScript, Cascading Style Sheets, object-oriented programming with PHP, and a general understanding of HTTP and FTP protocols; computer graphic design techniques; web editing programs, server operating systems and integration techniques (Web editing programs may include Macromedia Dreamweaver and Adobe Go-Live – databases include MySQL); scripting and/or programming tools (e.g. Zend IDE); graphic editing software applications such as Adobe PhotoShop, Adobe Illustrator, Adobe Flash, and GIMP; secure programming best practices, copyright policies, and privacy issues; project requirements and design documentation; safety rules, policies and procedures; experience with phpMyAdmin, AJAX, jQuery, XHTML, and HTML5 preferred.

Skills in: Operating a personal computer using word processing, spreadsheets, and specialized database applications appropriate to assigned duties; creating or edit images and graphics for Website use; determining all coding requirements for site creation; creating verbal content for the Website or using approved content from the County department; integrating verbal content with site design for final product; posting completed site to internet server; and making changes to the site directed by County department.

Ability to: Work independently as well as part of a team; excellent verbal communication skills, using both technical and non-technical language, as most work maybe done over the telephone; establish and maintain effective working relationships with department heads and elected officials, county employees and third-party hardware and software providers; prepare accurate and reliable application documentation; manage multiple projects and meet strict deadlines; stay current with new technology, implementing and preparing for the integration of new or upgraded technology; meets security approvals by Cascade County Sheriff's Office; works outside normal hours and be on-call as needed.

EDUCATION AND EXPERIENCE

The foregoing knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have an Associate's degree in Web Design, Web Programming, Graphic Design or related field; **and** one (1) year's experience in Website maintenance, design, and/or programming; or any equivalent combination of education and experience totaling three (3) years. Graphic design background beneficial.

The successful applicant must serve a 6 month probationary period, join the teamsters union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER