



Webmaster and IT Coordinator

Position Description and Performance Expectations

Effective Date: October 1, 2018
Department: Digital Services
Classification: Full-time / Hourly
Responsible to:

The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures which may be used in evaluating performance. Job duties and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.

General Description:

ValleyPBS is seeking a tech savvy creative professional to join its digital services team. The desired applicant will manage the station's websites and provide frontline basic IT support. They will be experienced in building effective websites and be able to write code (HTML5, XML, CSS3, SQL and/or JavaScript) and have an up-to-date understanding of website security and maintenance.

The successful candidate will be able to demonstrate a high level of creative thinking and digital technical know-how. The webmaster plays an active role in shaping web strategy and increasing engagement with viewers and members. They will be detailed-oriented and able ensure correct grammar and spelling throughout the website.

Ultimately this position will ensure the functionality and efficiency of the station's web infrastructure.

Essential Functions:

- Manage, maintain and update content and functionality using site CMS.
- Manage software updates, repair problems and create site and landing pages as needed.
- Ensure high quality site performance by identifying and efficiently managing site performance and related issues.
- Maintain site health by ensuring proper internal link structure and implementing on-page optimization best practices.
- Develop content for website in collaboration with Digital Services Team and Station Leadership.

- Participate in development of grant and program websites and manage their launches.
- Manage site hosting and maintenance.
- Monitor and share metrics for all sites.
- Assist Engineering Dept with equipment updates and technical issues.
- Conduct research, where appropriate and needed, to solve specific technical and design problems.
- Provide Tier One IT support for Admin Office computers and printers.

Competencies:

- Proven experience as a Webmaster or Web Developer
- Knowledge of web analytics and SEO
- Familiarity with web standards
- Working knowledge of website management tools
- Proficient in HTML/CSS, XML; knowledge of SQL and JavaScript is preferred
- Demonstrable skill with Google search console and Google Analytics.
- Excellent project management and time management skills.
- Ability to organize and manage multiple priorities and perform problem analysis and resolution at strategic and functional levels.
- Exceptional interpersonal and communication skills, especially writing and content creation.
- Must thrive in a fast-paced, diverse environment focused on innovation, teamwork, and results
- BS/BA in Computer Science, Design or a related field is preferred
- Minimum of three years of prior, demonstrable experience in a comparable position

Please complete the ValleyPBS Employment Application and submit, along with resume, to Andy Vu, ValleyPBS Chief Engineer at avu@valleypbs.org. No phone calls please. Listing will stay open until position is filled.