

Job Description

Job Title: Web Content Developer **Job Code:** 907016 **Job Family:** Library/Information Technology

Pay Grade: JC.15.16 **FLSA:** Exempt **EEO:** Professionals

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s): Web Content Developer

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Prepares text and graphics to be included on websites; writes, edits, and maintains website and blog content; monitors website text for information and appropriate style; strategically manages and schedules web content changes for assigned sites based on programming calendar, current events and topics of interest; coordinates content maintenance, presentation and publication based on user needs.
- Collaborates and strategizes with staff and partner organizations to analyze web-specific business needs; facilitates content creation and page design; develops short- and long-range plans for the development of web content and functions; manages web-related projects, oversees all aspects of development including scheduling, budgeting and process creation; guides work of staff and contracted graphic designers to create and layout web graphics; attends meetings to ensure plans represent user needs.
- Works with UI and UX teammates and vendors to coordinate area-specific technical and database development to support web functions; assists with web-based data resources, informational materials, and services that support public relations activities.
- Participates in departmental and countywide Web development team activities; assist with new staff orientation and training; participates in staff meetings to share information, and collaborates on department-wide problem-solving; participate in countywide e-Gov activities.
- Participates in awareness program to ensure staff understands the Web services; identifies training needs and contributes to the preparation and delivery of technical training to staff and internal and external clients; models and demonstrates appropriate use of new electronic technologies; provides informational programs and presentations for staff, patrons and partners.
- Writes product user reports/documentation; develops and implements assistive documentation for Web page users.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

Bachelor's degree in any field of study; one (1) year of technical writing, online publishing, marketing or content management experience; and a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Master's degree in any related field of study; two (2) years of experience in website design or web content management; two (2) years of experience working in a library environment (Library jobs only); and one (1) year of project planning/management experience.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.