WEB CONTENT SPECIALIST

JOB #CCC723

$3,887 - $4,719 per Month

This is a classified position subject to a one-year probationary period.

DATE POSTED: May 21, 2015

CLOSING DATE: June 15, 2015

POSITION LOCATION: Cypress College – Academic Computing

SCHEDULED SHIFT: 8:00 a.m., to 4:30 p.m., Monday through Friday

STARTING DATE: As soon as possible.

TYPICAL DUTIES

This position is responsible for performing a variety of responsible duties related to the creation, maintenance and coordination of key content and pages of the campus website. Coordinate the overall production, creation and maintenance of content for the campus website, including links, copy and photos; ensure that website design and content are consistent with established style and graphics standards and in compliance with applicable college and District policy and procedures; assist in the development and implementation of a strategic plan for the campus internet presence; recommend appropriate website standards, procedures, and practices. Write, review and edit information to be posted to the campus website; ensure that posted information is accurate, timely, and relevant; update and maintain time-sensitive material; maintain menus, indexes and directories. Monitor campus website usage and evaluate website accessibility and functionality; ensure that website is listed in relevant indexes and directories; obtain and analyze user feedback; recommend change in editorial policy and site design. Facilitate faculty and staff web publishing efforts by providing support for users in creating, posting and maintaining web pages; coordinate web projects across departments and work collaboratively with departments throughout the campus to ensure that web page development and content projects are consistent with the strategic plan and established standards. In conjunction with campus Academic Computing staff, troubleshoot and resolve problems; work closely with campus constituencies and the technical team to develop and maintain website standards, procedures, and practices. Ensure content meets District website guidelines. Monitor campus webmaster mail and ensure timely response; forward mail to other departments as appropriate. Coordinate with the Director of Campus Communications Office and other departments to ensure website content is consistent with other print and electronic communications. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Associate degree AND (2) years of related experience in managing content and production for a website, including writing, editing and display, or equivalent combination of education and experience sufficient to demonstrate the knowledge, skills and abilities listed below.

Knowledge of: District organization, operations, policies and objectives; web development and web technologies; web usability, navigation and accessibility; appropriate software for website development and maintenance; correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to: Learn web-related technical concepts and new software tools, applications, etc.; quickly learn and apply emerging technologies; analyze situations accurately and adopt an effective course of action; interpret, apply and explain rules, regulations, policies and procedures; develop and implement guidelines and procedures; maintain accurate records and prepare reports; plan, organize and prioritize work; meet schedules and time lines; work independently in a team environment; Understand and follow oral and written directions; communicate efficiently both orally and in writing; establish and maintain effective working relationships with a wide variety of people possessing a broad array of skills.
WEB CONTENT SPECIALIST - Continued

DESI RABLE QUALIFICATIONS
Bachelor’s degree in English, Journalism, Technical Writing, Communications, Public Relations, or related field; proficiency in Microsoft Office products, Media/Graphic Arts (Illustrator, Photoshop); demonstrated working knowledge of website CMS tools (e.g. Dreamweaver, Drupal); Social Media Platforms (e.g. Twitter, FaceBook, Instagram).

WORKING RELATIONSHIPS
The Web Content Specialist maintains frequent contact with various campus departments and personnel, faculty, students, and the public.

WORKING CONDITIONS
Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); subject to repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application. (All sections MUST be completed.)
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2) Official/unofficial transcripts.
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

3) Cover letter and resume addressing job qualifications and responsibilities:
   Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC723, Web Content Specialist, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be submitted for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before June 15, 2015, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu