

WEBSITE CONTENT MANAGER (PT), TTWI GRANT

GENERAL STATEMENT:

Main function is management of a Web site. This involves the upload/tweak of the collected content, management of the Web site structure and logic flow for users, overseeing of potential blogs and network communications, and work with the team members and potential consultants in achieving Web site objectives.

REPORTS TO:

TTWI Grant Coordinator

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Graduate student at university or community college with defined skill set.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Experience with Web development software programs such as Microsoft Web developer software. Experience with data management and file management required. Ability to navigate conversations, ability to speak with committee members clearly and ability to read reports and instructions.

OTHER:

Basic/introductory experience using Web developer software.

DUTIES AND RESPONSIBILITIES:

- Upload and/or tweak collected content per guidelines.
- Check content for accuracy and logical flow per guidelines.
- Manage Web server site, including blogs and networks per guidelines.
- Assist with Toolkit document management.
- Oversee potential blogs and other networks based on established guidelines.
- Distribute reports to designated constituents.
- Attend scheduled committee member meetings.
- Assist with creation of meeting summaries.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- No extraordinary working conditions or physical requirements.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 03/03/15

Revised:

JD623