

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

KENT DISTRICT LIBRARY

An Equal Employment Opportunity Employer

POSITION TITLE: Webmaster (union)

APPLICATION

PERIOD:

LOCATION: Service

Center

Beginning:

February 3, 2015

RATE: \$21.85/hr Full-time, 40 hrs/wk
17, 2015

Closing Date: February

DUTIES: Under the general direction of the Communications Manager, the Webmaster creates and maintains the Library's Internet and Intranet and social media sites in order to effectively promote library services, resources, and internal communication. Builds and maintains the Library's Internet and SharePoint Intranet web pages, including incorporation of graphics. Develops strategies and implements innovative web-based services and applications that maximize the value of the KDL Website as a resource to patrons and staff. Manages and maintains blogs, facilitates discussions boards, conducts polls, and generates data to support the Library's data needs for business intelligence. Collaborates with the KDL Communications Department and other KDL teams, such as the Social Media Workgroup, to leverage the use of the KDL Website and social media venues as marketing tools. Serves as the internal subject-matter expert and departmental liaison for internet and intranet functionality. Plans the technology needs related to the websites to support marketing, communications, public relations and library resources as needed, obtaining necessary vendor quotes, collaborating with IT and other departments and stakeholders. Maintains awareness of current computer trends through periodicals, conferences, professional organizations and other relevant sources. Maintains a working knowledge of technology applications, creating proposals and strategies for the implantation of emerging technologies for the benefit of KDL. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: The job requires a Bachelor's degree in a relevant field of study. One to two years of experience in website development, programming, or related field. Strong working knowledge of HTML, CSS, and WordPress. Strong working knowledge of JavaScript and web development tools such as Adobe Dreamweaver and Fireworks. Familiarity with web accessibility standards, including mobile web and responsive design, information architecture and content strategy for the web. Experience with graphic design and awareness of web graphic principles. Analytical ability and experience in troubleshooting applicable software and ability to provide website editorial activities including gathering and researching information that enhances the value of the website from a user perspective. Ability to use Google Analytics and various web and social media analysis utilities to maintain accurate website, web-resource and social media statistics. Experience with web analytics analysis. Ability to provide individual and group instruction on technical topics. Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies and procedures and professional practices. Effective time management skills necessary to work on multiple projects. Must be able to meet deadlines and established timetables. Interpersonal and communication skills necessary to work with a variety of individuals and establish effective working relationships with Library patrons and personnel.

Must be able to demonstrate effective oral and written communications skills, including the ability to answer technical questions in non-technical terms. Visual acuity necessary to accurately read computer screen displays. Manual dexterity to work with small parts such as small screws or work in tight, difficult to reach locations. Physical ability to lift/carry/push/pull computer equipment weighing up to 40 pounds. Hearing ability to answer telephone and patron inquiries. Access to reliable transportation.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES: One to two years of library work experience or non-profit settings preferred.

HOURS AND LOCATION: KDL provides library services to our local communities seven days per week. All positions may require some evening and weekend hours, including Sundays. While this position is currently assigned to the above location, KDL reserves the right to require all employees to be available for assignments at any KDL location.

All applicants for employment must be made on the [Kent District Library](#) electronic application form and completed in full. Resumes will not be accepted or evaluated in lieu of application. All applicants must meet the minimum and special eligibility requirements, as listed on this job announcement, for the vacancy and file a timely application in order to be considered. Separate application forms must be submitted for each position for which an applicant wishes to apply.