



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTIONS

WEB CONTENT ASSISTANT

Minimum Qualifications:

- Associates degree or higher in related fields, or comparable experience, required
- Ability to manage web content creatively and with an eye for detail
- Ability to juggle multiple assignments simultaneously
- Ability to keep timelines and meet deadlines
- Excellent written and verbal communication skills
- Experience with HTML, CSS, or Javascript
- Experience with website accessibility
- Experience with PHP and/or MySQL
- Mac skills are preferred
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Senior Web Developer

Job Objectives:

OCALI's in-house web development team works in a collaborative environment on a wide range of multifaceted and customized projects. The web content assistant will help with the continued development of high-quality and innovative web projects that will be resources for families, staff and educational professionals.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Assists with the update and maintenance of various websites.
- Performs continuous improvement on web page content and design based on stakeholder.
- Works with Program Directors on content development requirements, including efforts to ensure content is consistent with organization's language and style guidelines.
- Independently researches a variety of problems as requested.

- Generates website reports on usage.
- Assists with additional responsibilities as assigned by Operations Team, primarily web development staff.
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020