



## ESCCO – COUNCIL OF GOVERNMENTS

### OCALI

### JOB DESCRIPTION

## WEB CONTENT MANAGER

#### **Minimum Qualifications:**

- Associates Degree or higher preferred, or equivalent experience
- 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
- Ability to rapidly adapt to changing web technologies and quickly adopt new systems and approaches
- Ability to work effectively in a team setting
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Experience with HTML, CSS, or Javascript is a plus
- Experience with website accessibility is a plus
- Experience with PHP and/or MySQL is a plus
- Familiarity with Apple/MAC products and tools

*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:** 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 Manager will help with the continued development of high-quality and innovative web projects for OCALI's clients and staff.

#### **Responsibilities and Essential Functions:**

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

- Manages the update and maintenance of various websites.
- Performs continuous improvement on web page content and design based on stakeholder needs.

- 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.
- Completes 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.

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