

Webmaster (Part-Time)

Job Description:

The City of Westlake, Ohio is looking to hire a part-time Webmaster. This individual will be responsible for administering the City websites.

Job Duties and Responsibilities:

Webmaster responsibilities are to plan, develop, test, maintain and document programs controlling the content and appearance of City web sites. Responsibilities include typesetting, and miscellaneous graphic design work.

Job Skills and Specifications:

Must possess a high level of standards, mastery of typesetting, ability to read, understand and write hard code, demonstrates an understanding of PC and Mac platforms. Software and programming knowledge including, but not limited to WordPress, XCart, PHP, MySql, Perl, FrontPage, Flash, HTML, jQuery, JAVA Scripting, Dreamweaver, Fireworks, Director, InDesign, Quark, Photoshop, Adobe Illustrator, PowerPoint, MS Office, ASP.NET, AJAX, XML, HTML, CSS, C#.net, Javascript, SQL, Visual Studio, Photoshop, Adobe Flash, InDesign, Adobe Illustrator, Dreamweaver. Experience in Silverlight & Flex a plus.

Salary Range: \$10.00-\$15.00

Estimated Hours: 20-25 hours per week