

August 16, 2010

Notice of OPEN POSITION

Website Manager

SD1 has an opening in the Communications Department for a Website Manager. This position will report directly to the Director of Communications. If you are interested in being considered for this position, please submit a resume or application that reflects your experience and ability to perform the duties associated with this position. Consideration in filling this position will be given to both internal and external candidates.

If interested, resumes can be submitted to HRInfo@sd1.org or application's can be completed at our Main Office location at 1045 Eaton Drive, Ft. Wright, KY 41017.

Application Deadline: Monday, August 23, 2010

Position Description:

The Website Manager is responsible for creating and/or acquiring content for SD1's website, email newsletters and other online communications media. *Nature of online content:* Online content can take many forms including plain text, links, database content, still images, animation, audio, video and interactive devices.

Duties:

Essential Functions:

- Responsible for content management
 - Create, develop and manage website content
 - Update and maintain time-sensitive material
 - Work cooperatively with various departments to ensure website content is current and continuously updated
 - Enhance the efficient and effective presentation of SD1 information
 - Identify current and future content needs and priorities
 - Update or develop multimedia content including still images, animations and video
 - Create content for and coordinate development of new "Flash" stories on a regular basis
 - Research, create and update website with appropriate resources during emergency or crisis management situations
 - Maintain menus, indexes and directories within the site
 - Archive and backup content
- Serve as the direct liaison with Libertas Technologies and T2Design and manage professional services work as needed
- Conduct SD1 website training with content managers in other departments
- Compile and analyze website usage statistics
- Obtain and analyze user feedback
- Encourages new means of enhancing web communications
- Prepare content, develop layout/design and circulate e-newsletters
- Offer assistance with other SD1 social media outreach efforts (ie: Facebook, Blogs, etc.)
- Manage website costs within agreed budgets
- Keep current with emerging web technologies
- Develop and implement content policies, procedures and standards
- Update and maintain Communications intranet site

Specific Functions:

- Create capital improvement and Federal Court Order web pages
- Update flash on home page
- Create and update SD1 website photo and video gallery
- Work with appropriate teams to ensure customer resources for website are developed and updated
- Update/create animations and virtual tours

Required Skills:

- Strong writing and editing skills with emphasis on story/contextual editing
- Exceptional communication and organizational skills
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Creativity in utilizing the web to communicate SD1 information
- Experience with HTML
- Experience with web publishing, Adobe Acrobat, Photoshop or similar software