

# CITY OF ROSWELL, GEORGIA

## Job Title: Z04 – Part-Time Website Administrator

We're looking for a creative, detail-oriented, and dependable person for assisting in the administration of the City's website and intranet. These sites are hosted via Vision Internet and access is provided via a Content Management System (CMS). All coding is limited to HTML and CSS. This is a part-time position averaging 20-24 hours per week.

### Duties

- Add/update City news and events to the City's website/intranet via the CMS;
- Add/update general webpages on the City's website/intranet via the CMS;
- Assist in developing HTML coding to enhance the appearance, accessibility and mobile functionality of the City's website/intranet;
- Maintain website related e-notifications to subscribers;
- Create and upload images for website use;
- Review existing content;
- Perform other duties as needed.

### Skills & Experience

- Must have proficient knowledge and experience with advanced HTML5 and CSS coding;
- Must be familiar with creating images for the web (size, resolution, file formats);
- Graphic design skills are a plus;
- A minimum of two years' professional experience is required, or one year of work experience with an associate's degree or bachelor's degree in a related field, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job.

**External applicants apply on-line only at [www.roswellgov.com/employment](http://www.roswellgov.com/employment)**

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*