Web Manager

Nature of Work:

This is a technical and clerical position responsible for adding to and maintaining the content of the Town of Otisfield official Web Site. When it is determined by the Board of Selectmen (BOS) what information should be included on the Town Web Site, it is the responsibility of the Web Manager to upload that data. This may involve creating a new page on the Web Site. The position consults with the contracted software company for programming concerns.

The Web Manager works closely with, is responsible to, and is supervised by the BOS.

Essential Duties and Responsibilities:

Responsibilities include but are not limited to:

- Posting general and specific information about the Town of Otisfield, its governing bodies, and departments.
- Posting a variety of Town related documents as well as specific and general information which are of interest to Otisfield residents and non-residents.
- Posting specific information of interest to Townspeople including but not limited to monthly vehicle registrations renewals, weekend Fire Permit Duty, listing of Board/Committee member appointments and terms.
- Posting special events.
- Maintaining and posting a schedule of Board and Committee meetings as well as Town supported events, activities, and hearings.
- Posting special closings and/or vacation days for Town Office and Code Enforcement Office.
- Posting Board/ Committee agendas and meeting minutes.
- Posting and updating Policies and Ordinances of the Town.
- Establishing links as directed which provide information about pertinent resources or Townspeople.
- Posting pictures within the Site.
- Organizing data and creating folders and files**.**
- Updating the Site for accuracy and timeliness when directed.

- Consulting with the contracted software company on special items that need to be added.
- Corresponding with tax payers and Townspeople regarding comments, questions, and concerns they may have about postings or information that might be posted.

Requirements of Work:

- Ability to be computer or laptop and internet competent.
- Ability to use designated software.
- Ability to create and modify a Web Site.
- Ability to convert documents to Word or Portable Document Format.
- Ability to create internet links.
- Ability to send and receive E-mail.
- Facility with the English language, spelling, and grammar.
- Ability to work with minimal direction and supervision.
- Ability to organize work and establish priorities.
- Ability to discern when to take independent actions and when it is necessary to consult the BOS.
- Ability to take initiative to verify data for accuracy and timeliness.
- Ability to manage job related stress.
- Ability to deal courteously and establish and maintain effective working relationships with the public and Otisfield officials and Town committee members.
- Ability to exercise discretion, tact, and diplomacy at all times.
- Commitment to protect the confidentiality of the citizenry.

Training and Experience Required:

- Must hold a high school diploma or General Equivalency Diploma (GED) or documentation of successful completion of a home schooling program, supplemented by computer systems and data entry courses and/or significant experience with computer technology and data entry. College level courses are not required but would be an asset.

Necessary Special Requirements:

- Must be 18 years of age.
- Must be authorized to work in the United States.

ADOPTED: March 7, 2012
TAFT