



Village of Hewitt

7688 McLean Dr.
Hewitt, Wisconsin 54441

JOB DESCRIPTION

Position Title: Webmaster

Reports to: Village Web Committee
Village Board

JOB SUMMARY:

The Webmaster is responsible for maintaining the Village of Hewitt's website and social media page/site(s). In conjunction with the Village of Hewitt Web Committee, champions the effective use of Internet communication tools to enhance communication between the Village of Hewitt and its citizens and beyond.

RESPONSIBILITIES:

1. Serve as an interface between the Village of Hewitt and ISP, GovOffice.com.
2. Address and handle issues that may arise with the performance of the website
3. Maintain site page content.
4. Maintain adopted template standards assuring that site content is consistent throughout the website.
5. Ensures functionality, navigability, usability and accessibility of Village of Hewitt website. Provide continuous evaluation of site for such.
6. Provide expertise in resolving issues that may arise such as broken links, content omissions, etc.
7. Maintain security access for website contributors as designated by Web Committee and approved by Village Board.
8. Maintains and reports web usage and access statistics to the Web Committee. Make recommendations to the Web Committee for updates, change in format, and other improvements as necessary to assure the Village website is outstanding.
9. Maintain and moderate the Village Facebook page and other approved social media sites; make recommendations to the Web Committee for updates, changes, and other improvements as necessary.
10. Stays current with developments and changes in web publishing techniques and with emerging technologies in web-based applications.
11. Other duties as assigned relevant to the position.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong computer and internet skills.
2. Knowledge of standards in website development and content accessibility.
3. Knowledge and/or past experience with a variety of software programs used in website development/management.
4. Advanced technical skills and expertise.
5. Ability to work and communicate well with others.

QUALIFICATIONS:

1. Equivalent combination of education and experience sufficient to successfully perform the essential functions of the position.
2. Demonstrated knowledge of web development.
3. Strong organization, communication, and listening skills.
4. Ability to work independently.

WORKING CONDITIONS:

1. The duties of this position will be performed by the webmaster from his/her home on an independent basis.