

Webmaster – Part Time

Colorado Department of Higher Education

POSTING DATE: April 21, 2023

CLOSING DATE: May 5, 2023

COMPENSATION: \$25-\$30/Hourly

DEPARTMENT INFORMATION:

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

DESCRIPTION OF JOB:

The part-time webmaster is the main point of contact for department websites. Activities include providing technical support, training, and expertise for CDHE's web content coordinators; writing, formatting, and updating web content; ensuring web content is up to date and contains proper web accessibility considerations; supporting the communications and community engagement division with other tasks related to applications and other online systems; and providing additional web and online communications support as needed.

Essential Duties & Responsibilities

- Website content creation, maintenance, and quality control
- Assist with writing and editing web content
- Assist with organizing and posting content to the department's websites and monitor the web content posted by other offices, ensuring that content is:
 - Clear with sound web design and usability practices
 - Adheres to web accessibility requirements, data privacy and security rules and meet department branding standards
 - Consistent in format and appearance across all pages
- Provide website analytics reports and analysis for the public websites as requested
- Additional web and online communications support duties as assigned

Website and User Support

- Provide technical, communications and content evaluation assistance for staff designated as web content coordinators and other staff who access and use the department's public websites.
- Answer questions and provide support in a variety of mediums, including virtual meetings, online chat and email.
- Tailor support to the customer's technical skill level
- Prioritize simultaneous requests of varying complexity from supported customers
- Ability to work as part of a larger team and independently.

Tracking & Reporting of Work Assigned

- Determine reasonable and accurate estimates for the completion of assigned work activities.
- Work under minimal direction.
- Detail-oriented and have demonstrated ability to take ownership of tasks, deliver on schedule, understand and manage priorities and raise risks/issues on a timely basis.

REQUIRED MINIMUM QUALIFICATIONS:

Experience:

- A minimum of three years' experience in communications, web development, IT, computer science or related field; **and**
- three or more years of experience demonstrating the skills and competencies required for this position.

OR:

Education & Experience

- Graduation from an accredited college, university or technical school with a bachelor's degree in communications, computer science, IT or other related field and
- a minimum of three years' experience in communications, web development, IT, computer science or related field;

Competencies:

- 2-3 years web content publishing experience, including basic knowledge of HTML code and 2Drupal and WordPress content management systems
- Excellent written communication skills.
- Impeccable attention to detail.
- Comfortable working independently and with teams.

- Comfortable communicating in a variety of mediums, including Teams, text, email and phone.
- Comfortable working in a fast-paced environment where priorities and deadlines may shift.
- Ability to answer technical questions for people who vary in technical skill level.
- Ability to learn new skills quickly and with minimal supervision once trained.
- Ability to track and manage projects, tasks and overall workflow with minimal supervision.
- Ability to work from home efficiently and effectively.
- 1-2 years of experience with web content accessibility requirements (WCAG).
- Familiarity with writing for the web.
- Familiarity with webpage layout or design principles.
- Familiarity with web content strategies.
- Familiarity with Microsoft tools including Teams and Outlook.
- Familiarity with Google tools including website statistics tools like Google Analytics.

PREFERRED QUALIFICATIONS:

- State experience or other government agency experience.

WORKING CONDITIONS

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Works a 40-hour work week, either remotely, hybrid or in-office, depending on the arrangement met during employment with the supervisor during normal office hours of Monday –Friday 8-5.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. Conflict of interest includes supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-

employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.