



COLFAX COUNTY

Job Posting

JOB TITLE	Website Services Assistant
Pay Status	Contract
Reports to	IT Director
Salary	\$5000.00 Annually Payable Monthly
Date Close	Open until filled

POSITION SUMMARY:

Under general supervision of the IT Director, provides a wide range of support for government website. The Website Services Assistant will manage flow of service tickets directly related to Website maintenance from creation to closure. Responsible for content upload and all other maintenance on the website. This position is an integral component in suggesting strategies for optimal use of the portal and supporting other collaborative tools within the organization.

MINIMUM QUALIFICATIONS:

- Technical certification (MCSE, MOS, or A+) and/or associate degree with an emphasis on website support, software, or equivalent
- Experience performing website maintenance or similar technical duties
- OR a combination of education, training, and experience that would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibility associated with the position
- Excellent written and oral communication skills.
- An understanding of web design and navigation
- Strong interpersonal skills in a team-based environment.
- Technical creativity.

Primary Duties:

- Assist the IT department in completing website projects, assist the IT Director in maintaining content on Colfax County's external website, and assist users with Web Services requests.
- Support the installation, configuration, security, operation and maintenance of all web portal servers, equipment, and software.
- Participate in planning and execution of tasks related to the web services infrastructure and other related collaboration tools.
- Perform system activities on various web platforms.
- Provide technical support and/or training for web application access, security, sites and related collaboration tools.
- Coordinate with other IT personnel to develop a standardized method of storing, displaying, and accessing information within the County portal.
- Maintain current industry knowledge of best practices and procedures for supporting the web services environment.

- Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Strong verbal and written skills and command of the English language.
- Demonstrate proficient typing skills
- Performs other duties as assigned

SCREENING AND COMPLIANCE:

- The offer of this Colfax County Position requires compliance with the following:
 - o Employee must successfully complete employment drug screen and background check, no felony, DWI or Domestic Violence Convictions.
 - o Must be able to lift, up to 50 pounds.
 - o Employee must comply with policies and guidelines of the County.
 - o Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.
 - o The employee is occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend, or crawl. The employee performs physical activity including, but not limited to, lifting, carrying, and moving heavy objects; occasionally up to 35 pounds.
 - o The employee may be required to deal with disgruntled individuals requiring the use of conflict management skills. The employee is required to perform work in confidence and under pressure for deadlines and maintain professional composure, tact, patience, and courtesy always.

PLEASE SUBMIT APPLICATION AND RESUME TO COUNTY MANAGER'S OFFICE IF YOU ARE INTERSTED IN APPLYING FOR THE POSITON, DEADLINE IS OPEN UNTIL FILLED.

**MAIL TO COUNTY MANAGER'S OFFICE, RE: WEBSITE SERVICES ASSISTANT POSTING, PO BOX 1498, RATON, NM 87740
OR**

EMAIL TO hr@co.colfax.nm.us, OR VISIT OUR WEBSITE www.co.colfax.nm.us AND FIND DETAILED JOB DESCRIPTION AND BENEFIT PACKAGE.

COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER