

TITLE: Webmaster assistant

PROGRAM: Center for Public Health Communications

ACCOUNT NUMBER: 2145142.02

DUTIES AND RESPONSIBILITIES:

The webmaster assistant will work with the Department's webmaster to develop, maintain and optimize the H1N1 pandemic-related pages on the Rhode Island Department of Health (HEALTH)'s website. Duties include:

- Perform day-to-day maintenance on HEALTH's website
- Recommend and implement website enhancements and modifications
- Perform quality control and maintain and develop small online applications such as searchable databases
- Ensure the consistency of the department's online presentation
- Participate in the development and integration of graphic and multimedia components into the website
- Monitor website traffic and utilize findings to assure site optimization
- Act on website user feedback

The funding for this position is determined by the needs, nature, and length of HEALTH's response to the current H1N1 pandemic. This funding is limited to July 30, 2010.

MINIMUM QUALIFICATIONS:

Education: Bachelors degree in computer science, information technology or software engineering from a college of recognized standing.

Skills and experience:

- Strong interpersonal communication skills (written and verbal)
- Strong problem-solving skills
- Strong project management skills
- Comprehensive experience with all aspects of website content management
- Experience with common graphic and web design products (e.g. Dreamweaver, Contribute, JavaScript, CSS)
- HTML programming experience
- Sensitivity to browser compatibility issues
- Hands-on experience with web database integration and a range of database platforms
- Experience in the field of public health policy preferred but not required

COMPENSATION:

Rate of Pay: \$29.82 per hour

Hours: 35 hours per week