



OFFICE OF THE STATE AUDITOR

WEB ADMINISTRATOR

Posting Number 2012-39

SALARY RANGE: \$42,000.00 to \$52,000.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

The Web Administrator is responsible for the design and maintenance of OSA's internal and external websites. Duties include web design, graphic design, content maintenance and updates, the management of new requests, and compliance with web-related standards set by the Commonwealth's Information Technology Division (ITD).

SUPERVISION RECEIVED

Reports to the Assistant Director of Information Technology, Application Development.

SUPERVISION EXERCISED

No supervision exercised.

DUTIES AND RESPONSIBILITIES

- Manage OSA web content and site enhancements, ensuring content meets established standards.
- Serve as the liaison between the OSA and ITD's portalization team.
- Serve as the OSA's Accessibility Officer, working with ITD to ensure website adheres to handicapped accessibility standards.
- Responsible for managing projects and resources directly related to content creation/updates for OSA's internal and external websites.
- Responsible for webpage layout design including requirements gathering, storyboarding, graphic design, and documentation.
- Determine technical requirements for the development and on-going maintenance of web pages.
- Troubleshoot and solve code problems.
- Produce graphics for web and print media.
- May assist OSA Senior Programmer.
- May train OSA staff.
- Perform related work as assigned.

MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- A Bachelor's Degree in technology, communications, or a fine arts related area.
- A minimum of five years in a web design environment.
- Experience with Percussion or similar content management system.
- Expertise in programming in HTML.
- Proficiency in Adobe Illustrator and Photoshop.
- Strong MS Office skills.



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- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.
- Must be available to work on occasional after-hour assignments.

PREFERRED QUALIFICATIONS

Demonstrated experience and expertise in the following areas will also be important considerations:

- Experience with xml, asp.net and MS Visual Studio.
- Knowledge of MS SQL Server 2005/2008 a plus.
- Experience in developing and managing multimedia content.
- Demonstrated ability to build effective relationships across diverse internal and external groups.
- High potential for strong and immediate contributions.

Please submit your cover letter and resume electronically, no later than November 30, 2012 to OSA.applications@sao.state.ma.us, referencing Posting Number 2012-39 in the subject line.

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