



CITY OF SANTA CLARITA
invites applications for the position of:

Information Technology Specialist (Web)

SALARY: \$32.04 - \$38.95 Hourly

OPENING DATE: 04/12/18

CLOSING DATE: 04/26/18 12:00 PM

DESCRIPTION/DUTIES & RESPONSIBILITIES:

Under the direction of the Senior Information Technology Analyst, this position is responsible for overseeing the design, development, and maintenance of all the City's websites and social media accounts. Candidates should possess advanced knowledge of HTML, CSS, and have significant experience with web development tools including: WordPress, Photoshop/Illustrator, GitHub, Amazon EC2 instances, JavaScript, PHP or other open source coding languages.

Duties and Responsibilities:

- Design and deploy new portions of the City's websites, including interactive forms and mobile applications
- Maintain the City's websites (via Amazon EC2 instances) including content, links, site statistics, search engine placement, and domain name registrations
- Maintain the City's email campaigns via MailChimp or similar application
- Design, develop, and deploy WordPress websites
- Collaborate with the City's Communications Division to establish and implement graphics standards throughout the City's websites and social media platforms
- Lead, assist, and train City staff in maintaining both internal and external websites
- Assist other members of the City's Technology Services Division with major system upgrades, enhancements, and overhauls
- Remain up-to-date and recommend new technologies that will improve City staff efficiency
- Maintain third party mobile applications

EDUCATION AND EXPERIENCE:

- Two years of increasing responsible professional experience in information technology
- Bachelor's degree in Management Information Systems, Computer Science, or a related field is desirable
- Able to code HTML by hand as well as with graphic-based web design tools is highly desirable
- Web design experience is highly desirable
- Any combination of education and experience will be considered
- Possess a valid California Driver's License

KNOWLEDGE AND ABILITIES:

- Strong graphic design skills and experience working with graphic standards and style sheets
- Extensive knowledge of the principals and methods of web graphics design and production and the ability to develop complex web-based applications

- Experience with web development tools and coding languages like WordPress, PHP, HTML, MYSQL, FTP, and GitHub for version control
- Experience with social media platforms including Twitter, Facebook, Instagram, Snapchat and Flickr
- Experience with managing direct email marketing campaigns
- Ability to write table-less XHTML and standardize web design using CSS
- Excellent interpersonal skills and the ability to work both autonomously and build strong collaborative relationships as a member of a work team
- Ability to provide excellent customer service both internally and externally and handle a high volume of customer contact
- Communicate clearly and concisely, both verbally and in writing
- Excellent organizational skills and the ability to manage and prioritize a high volume of email and requests from external and internal customers

ADDITIONAL INFORMATION:

An online completed City application form is required to apply for this position. All employment information must be provided on the application. Providing a resume is not a substitute for completing this section of the application. Applications left incomplete, or with a reference to attachments may be rejected. The selection process will include one or more of the following: written exam, technical knowledge assessment, writing skill assessment, and/or oral interviews. If you require special accommodations to participate in the application/selection process, please notify Human Resources for assistance.

All offers of regular employment with the City of Santa Clarita are made contingent upon receipt of proof of legal right to work in the United States, a post offer background check may include a drug screen, a pre-employment physical, and Department of Justice fingerprinting. Criminal offender information will be reviewed on an ongoing basis. The City uses the E-Verify program to electronically confirm work authorization of newly hired employees. All new employees are required to participate in the DMV Employer Pull-Notice Program. This program authorizes the City to receive a driver record report upon enrollment and during employment. Only degrees recognized by the U.S. Department of Education and accredited by the Council for Higher Education Accreditation will be accepted.

Compensation includes enrollment in California Public Employees' Retirement System as a replacement for Social Security plus a competitive benefits package. All appointments are made at the "1" step of the salary range unless otherwise authorized by the City Manager.

The City of Santa Clarita is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santa-clarita.com/cityhall/cmo/hr/jobs.asp>

Position #2018-04
INFORMATION TECHNOLOGY SPECIALIST (WEB)
JD

23920 Valencia Blvd Ste. 130
Santa Clarita, CA 91355
(661) 284-1418

Information Technology Specialist (Web) Supplemental Questionnaire

- * 1. Do you have a high school diploma or G.E.D.? (proof will be required prior to job offer)
 Yes No
- * 2. Do you have two or more years of HTML, PHP, and WordPress experience for

application and/or web development?

- * 3. Describe the depth of your experience with HTML, PHP, WordPress, and your design skills.

- * 4. Describe some projects you have worked on where you had to code using HTML, PHP, and/or WordPress.

- * 5. Describe some projects you have worked on where you had to create a brand new design.

- * 6. Describe a time when you provided exceptional customer service and explain what made that service so exceptional.

- * Required Question