

Job Description

October 2018

Name of Position:
Web Services Assistant

Classification:
Library Assistant II

Position Scope:

Under the supervision of the Web Services Manager, the Web Services Assistant assists with the overall design, development, roll-out, and maintenance of Regional Library controlled web sites. This position also works in close cooperation with systems staff of the Regional Library.

Outline of typical duties:

- Assists with the design, development, and maintenance of Regional Library supported web sites, specifically municipal and community sites.
- Works closely with municipal staff and community members during the development period of a website and as required.
- Provides content updating training to municipal staff and community members and answers troubleshooting questions. Includes the development of training materials as required.
- Provides statistical reporting to municipal staff and community members as requested.
- Remains current in the latest trends and technologies relating to web development, specifically software used by the Regional Library.
- Monitors web sites supported by the Regional Library and recommends corrections, updates, and changes as required.
- With systems staff monitors web hosting and troubleshoots problems. Ensures backups are regularly performed and security updates are regularly applied.
- Provides support to the Web Services Manager as required.
- Other duties as required.

Experience:

- Proven aptitude for web technology and design. Demonstrated ability to work with standard web applications in the Adobe product family and content management systems such as Joomla.
- Good working knowledge of computer and Internet applications and operations.
- Good organizational and communications skills.

Other requirements:

- Possesses a valid Driver's License.