DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

State House Station #28, Augusta, ME 04333
*Offices Located at Harlow and Deering Bldg. - AMHI Complex, Augusta

Make a difference
MAINE
State Government

JOB VACANCY BULLETIN

DIRECT HIRE

WEBSITE COORDINATOR

Interim Assignment for No More Than 12 Months

Senior Planner - Class Code – 0603

OPENING DATE: February 13, 2013 **CLOSING DATE:** March 6, 2013

SALARY: Range 25 ($41,600.00 – $56,929.60/annual) **LOCATION:** Augusta

Value of State's share of Employee's Retirement: 11.54% of pay - **Value of State-paid Dental Insurance:** $13.69 biweekly
Value of State-paid Health Insurance:**
Level 1: 100% State Contribution (employee pays nothing): $363.77 biweekly
Level 2: 95% State Contribution (employee pays 5%): $345.58 biweekly
Level 3: 90% State Contribution (employee pays 10%): $327.39 biweekly
Level 4: 85% State Contribution (employee pays 15%): $309.20 biweekly
****The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.**

POSITION TYPE: Interim acting capacity assignment **POSITION NUMBER:** 00500-0586

BRIEF JOB DESCRIPTION: The Department of Agriculture, Conservation and Forestry seeks qualified applicants to serve in a non-status acting capacity position for up to 12 months as the agency's website coordinator. The position will play a key role in reinventing existing websites into a unified department site, with the goal of expanding web-based services for a major state agency. The position provides a critical function for the agency, as well as providing an opportunity to support Maine's agricultural, recreational and natural resources. This is a great opportunity for those interested in enhancing professional development and talent growth.

The position is responsible for overseeing, maintaining and facilitating the department's website in support of the department's strategic communications plan. The position plans, directs, manages and maintains most aspects of the department's websites, including day-to-day changes and updates. This position provides expertise in website management, and will lead in the development and integration of business practices and social media applications in support of program initiatives. The position may assist the department's communications, promotion, video and information services efforts, including training for department staff and end users.

Position responsibilities include, but are not limited to, the following:

- Day-to-day limited website maintenance and content updates. Review and post content provided by programs. Troubleshooting and fixing problems that arise.
- Primary point of contact for internal and external website users. Administer contracts with vendors.
- Serve as liaison between department business planners and application developers to develop web applications that meet business goals, including social media tools, mapping and mobile applications.
- Draft plans, procedures and policies related to content development and review, page development and editing, posting pages and files, to ensure pages blend into the site architecture.
- Ensure compliance with state standards and policies; adapt web industry standards and best practices.
- Analyze site user statistics to determine effectiveness and opportunities for improvement.

MINIMUM QUALIFICATIONS: To qualify for this position you must have a Bachelor's Degree in a pertinent field and at least four years of professional level experience in website planning and management -OR- an eight year combination of directly related education, training, and experience.

Preference will be given to applicants with a broad understanding of web technologies, proficiency with HTML and CSS, the ability to lead a diverse group and understanding of usability and accessibility, including:

- Project planning and management and facilitation skills
- Excellent writing and editing skills
- Ability to lead groups and achieve consensus on site design.
- Graphics design and layout principles and tools
- Proficiency in design tools such as Photoshop, Illustrator, Fireworks, Visio and Dreamweaver
- Awareness of web, file and application server, and other development technologies is helpful
- Fluency in 'best practices' for web-based and mobile information architecture and responsive design as well as knowledge of usability principles and techniques.

APPLICATION INFORMATION: Applicants interested in this position must submit a Direct Hire Application form, resume and cover letter to: Marie Miner, Personnel Specialist, NRSC, 155 State House Station, Augusta, ME 04333. Applications must be received by 5:00 pm no later than the expiration date of this posting. Direct Hire Application forms can be obtained by accessing the State of Maine's website at http://www.maine.gov/nrsc/jobs/application.shtml or by contacting the Natural Resource Service Center at 287-2214.

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