Class Title: Information Technology
Class Title II: N/A
Reports to: Town Administrator
Classification: Permanent Part-time

Location(s): Town Office/Remote
Hours: up to 10 weekly
Status: Non-Exempt

NATURE OF WORK

Employees of this class are responsible for the website, social media sites, Constant Contact emails and AV equipment. Work involves significant communication with the Town Office staff and Town boards and committees. Work involves extensive use of computer systems and software programs. The employee is expected to perform work with a considerable amount of independence. Work is performed under the general supervision of the Town Administrator and is subject to the applicable state laws and regulations.

MINIMUM QUALIFICATIONS

Education and Experience - Graduation from high school supplemented with experience with website, social media and bulk email management.

SUPERVISION RECEIVED/EXERCISED

Work is performed under the general supervision of the Town Administrator with considerable independent judgment and discretion in accordance with applicable laws, codes and ordinances. The Town Administrator reviews work via reports, discussions, observations, and results achieved.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills; ability to establish and maintain effective working relationships with team members, municipal officials, and the general public in a helpful, courteous manner.
- Competent skills with English grammar and spelling; can perform various typing, and clerical duties.
- Proficient computer skills; ability to operate computer software programs and equipment; knowledge of internet operations and email, social media platforms and bulk emails and working knowledge of standard office equipment.
- Ability to employ good judgement in making decisions in the light of established standards; resourcefulness in meeting new problems.
- Ability to multi-task in a work setting with multiple distractions/interruptions, and the ability to adapt to changes as necessary.
- Ability to work with independence, defining their own work routine; ability to formulate a work product with only generalized instruction.
- Ability to use discretion in regards to confidential issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Post minutes, agendas and other documents to website.
- Maintains department and committee information posted on the website and updates as needed.
- Post relevant social media informational posts.
- Creates and sends monthly bulk email through Constant Contact.
- Manages AV equipment to include video uploading and storage, basic maintenance of the equipment and properly storing equipment when necessary.
- Maintains and manages the storage of the website.
- Maintains analytical and statistical reports for certain agency reporting.

SPECIAL REQUIREMENTS

- Computer literacy and experience with Microsoft Office products, website and social media platforms and other municipal software products.
- The ability to work in a busy office environment and/or remote when applicable.
- Creativity

TOOLS AND EQUIPMENT USED

The employee frequently uses computers, printers, calculator, fax machine, photocopier, other office machines, and an automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is *constantly* required to sit, talk, see, hear, and/or use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is *frequently* required to stand and/or kneel. The employee is *occasionally* required to walk, squat, crouch, bend, and/or reach.

The employee must occasionally lift and/or move up to 25 to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee usually works indoors in an office setting, but occasionally can perform duties remotely.
The noise level in the work environment indoors is usually medium to quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, and a reference check. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.