PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.
To be considered for this position, applicants must submit a cover letter and resume.

POSTING DATE: October 24th, 2022
JOB TITLE: Web Services Development Assistant, Grade 21
LOCATION: Web Services Department, Headquarters Library
DATE AVAILABLE: December 1st, 2022
SALARY: $2,803 per month (Includes generous benefits package)

HOURS: 40 hours per week; Monday through Friday, 9am until 6pm

EDUCATION/EXPERIENCE: Bachelor's degree or equivalent combination of education and experience. **Must complete pre-employment testing.**

ESSENTIAL FUNCTIONS:
- Provides ongoing analysis and maintenance of the library internet and intranet sites and applies best practices of web usability as applicable to all public and internal websites, applications and services.
- Assists with managing third party accounts and content and works with third party vendors when necessary.
- Supports development staff in the department by building mobile responsive pages, page elements, external and internal online forms, automated workflows and sustaining information architecture and navigation suitable for any device for internal and external sites and communication hubs.
- In keeping with the library's brand, mission and goals, the assistant supports staff from all departments and branch locations building and loading content appropriate for all public and internal websites and performs web content edits, corrections, updates and changes when needed and on scheduled rotations as required.
- Analyzes feedback and bug reports directly from end users and troubleshoots and deploys fixes when applicable.
- Assists with day-to-day department activities and responds to emails, phone calls, and work orders from staff and public.
- Compiles monthly usage statistics for all external and internal web-based services.
- Works collaboratively with Marketing & Communications to deploy a weekly events submissions process which imports public program information into databases for web and newspaper publication and streamlines print and special publicity requests.

KNOWLEDGE & SKILLS:
- Bachelor's degree preferred or equivalent combination of education and experience.
- Experience with website editing, editing tools and software, and computer hardware and software platforms upon which web services operate, including some knowledge of HTML, CSS, SQL, Bootstrap and JavaScript writing and editing.
- Experience with website and intranet maintenance, familiar with information architecture and navigation, familiar with web graphics and imaging software.
- Familiar with C#, .NET, MVC Frameworks
- Familiar with software as a service technology and associated third-party products.
- Excellent written and oral communication skills and ability to pay close attention to detail.
- General knowledge of basic library procedures, methods and techniques.
- Possession of an appropriate driver's license valid in the state of South Carolina.

The library accepts applications with cover letter and resume when a job position is available. Applications are available at all checkout desks. Drug Testing is a part of the library's hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.