



IT Web Content Administrator

City of Miami Gardens, FL. (107,000)

Posted Date: 04/26/10

Deadline: 05/07/10 or until filled

Starting Salary: \$55,152 min. to \$68,940 mid./DOQ

Nature of Work:

Oversee the content of the City of Miami Gardens Web sites, to achieve city and departmental goals and improve communication with the City of Miami Gardens and the community at large. Develop original content for, and manage day-to-day postings to, the Miami Gardens site. Ensure that content is kept current and develop strategies to drive traffic to the homepage. Support City of Miami Gardens departmental and employee communications and integrate Internet/Intranet sites to the extent possible.

Candidate will also be responsible for providing technical support IT services as needed. These services include, but are not limited to desktop support, help desk and system troubleshooting task.

Minimum Requirements:

Two (2) years of college coursework in Computer Science , Information Systems or closely related field with minimum of 5 years experience. Knowledge of industry standard web design and content management. Knowledge of project management and MS products including Office and SharePoint preferred. Knowledge of PC setup, system analysis, and application programming, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Web Design and/or Web Content Management certification or equivalent experience highly preferred Additional experience may substitute for the required education on a year-for-year basis. Must possess or be able to obtain a State of Florida driver license and maintain throughout employment.

The applicant will be required to undergo and successfully pass a Criminal Background Investigation, a polygraph examination, undergo FDLE Certification and pass the FDLE Training Classes. Must obtain National/Florida Crime Information Center (NCIC/FCIC) clearance for work with the Police Department information systems.

Employees in this class serve on 24-hour voice communication systems support on a rotational basis. Evening and/or weekend work may be required in order to perform many administration and maintenance duties.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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