



[APPLY NOW](#)

City of Rocklin

PART-TIME POSITION AVAILABLE

WEBSITE TECHNICIAN - (Graphic Designer)

*Salary: \$25.00 - \$27.56 per hour
(No Benefits)*

Application Deadline: Tuesday, July 30, 2019 by 5:00 PM

THE POSITION

The City of Rocklin is looking for a part-time Website Technician to assist in the coordination, design, development, maintenance, and support of the City of Rocklin's website. The work schedule will be based on the needs of the department working no more than 28 hours per week, not to exceed 999 hours in a fiscal year (July 1st through June 30th). This is a temporary at-will position and does not offer benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with website consultants, Information Systems and other City staff, to perform routine daily, weekly and periodic major and minor updates of online information; maintains and provides support for the website, including adding and creating links and writing software routines.
- Edits and maintains web pages and sites, including testing content using web development tools; tests and ensures website meets accessibility and functionality requirements from a variety of environments, including mobile devices.
- Provides training to city web content editors on procedures and City standards for adding, editing and deleting content from web pages and sites.
- Designs, develops, and deploys content using web design software; determines appropriate compression techniques, resolutions, sizes and colors to ensure that images are delivered to the viewer at a sufficiently high speed, quality, and appearance.
- Works closely with all city staff to gather information required in order to develop, implement, and maintain the City's web strategies and services.

REQUIRED SKILLS/ABILITIES

- Proficiency with Adobe InDesign, Illustrator and Photoshop to create graphics for Rocklin's website, marketing/communications materials, and other collateral.
- Ability to provide visually appealing design ideas while working within established city graphic design standards.

The City of Rocklin is an Equal Opportunity Employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department in writing upon submittal of the application. Medical disability verification may be required prior to accommodation.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a high school diploma and 30 semester or 45 quarter units in information technology or related courses from an accredited college or two (2) years of experience managing web site content and performing basic computer graphic web design.

SUPPLEMENTAL QUESTIONNAIRE

1. Describe your experience coordinating, designing, developing, maintaining, and supporting a company/business website.
2. Describe your experience creating visually appealing marketing and communications materials using the Adobe Creative Suite of products.

APPLICATION PROCESS

Applicants may [apply on-line](#) or by submitting a [hard copy employment application](#), as well as the supplemental questionnaire to the Human Resources Department at the address below. [Electronic submittals](#) are preferred; however [hard copy applications](#) will be accepted.

*City of Rocklin - Human Resources Department
2nd Floor City Hall
3970 Rocklin Road
Rocklin, CA 95677*

*Phone: (916) 625-5050 / FAX: (916) 625-5099
Job Line: (916) 625-5060*

Offers of employment are conditional upon successful completion of a pre-employment background. All applicants will be notified by e-mail following the application review.

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