

Title: Website Coordinator	Effective Date: November 7, 2011	Grade: XII	Job Category: Technician
Prior Title: Website Coordinator	Prior Effective Date: October 18, 2010	Grade: XII	Page: Technician

CHARACTERISTICS OF WORK

Under the direction of the Public Information Coordinator, this position is responsible for coordination and maintenance of the AHTD Internet and Intranet websites. This position will also be actively involved in coordinating and administering the Department's social media activities.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Continue development of the Department's Internet and Intranet websites.
- Maintain the websites through daily updates of information and graphics.
- Act as a filter for information to be disseminated on the website.
- Ensure the Department is in compliance with the State's Freedom of Information Act.
- Act as liaison to the Divisions and Districts to ensure information is current.
- Oversee other special projects related to the websites.
- Help develop, implement, and administer a plan for the Department's social media activities.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in a field related to the advertised position. Prior job experience in website development, maintenance, and administration. Experience using website development tools including, but not limited to, Dreamweaver, Photoshop, Flash, FrontPage, AnyVideoConverter, and Acrobat.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)