**IT Manager/Web Developer**

Reports to: Director of Operations and Projects

Key Responsibilities

* JMA and Client Web Development/Web Maintenance Projects
  + Strategy and planning: work with communications team in web design planning process
  + Provide direction on optimal platforms/templates to achieve client goals
  + Creation of site layout/user interface from selected design concepts by using standard HTML/CSS practices
  + Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media
  + Write supporting code for web applications or web sites
  + Placement and layout of web site pages given client provided content
  + Evaluate or recommend server hardware or software
  + Recommend and implement performance improvements
  + Research/renew domain name registrations
  + Communicate with network personnel or web site hosting agencies to address hardware or software issues affecting websites
  + Perform website updates
  + Perform routine maintenance of existing sites and applications
  + Maintain understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups
* IT
  + Monitor and maintain computer systems and networks and other office equipment (printers/copiers, phones, etc.) to ensure end users can accomplish organizational tasks
  + Receive, prioritize, document and actively resolve end user help requests
  + Troubleshoot system and network problems and diagnose and solve hardware or software faults
  + Support the migration to new systems, roll-out of new applications, and updates of software
  + Set up new users' accounts and profiles and deal with password issues
  + Test and evaluate current and new technology
  + Conduct connectivity and electrical safety checks on computer equipment
* Other work as assigned

Other

* Must be available to work onsite
* This position will be during the work week approximately 8-10 hours per week (during business hours)

Experience and Qualifications

* Associate’s Degree in a related field and at least four years of experience in the field or equivalent combination of education and experience.
* Minimum of 2 years of experience in graphic design and website development and maintenance.
* Familiar with a variety of IT concepts as well as extensive experience with desktop hardware, software applications and network connectivity.
* Knowledge and experience with Mac, Windows and/or Unix type operating systems.
* Experience with data and voice networking security is preferred.
* Advanced skills in Adobe Creative Suite.
* Experience working with HTML, CSS and WordPress.
* Strong attention to detail.
* Exceptional written, verbal and interpersonal communication skills.
* Commitment to providing a high level of customer service.
* Ability to plan and organize work and manage multiple priorities.