

Job Title: OPS Web Content Specialist

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

**Position Summary:**

Incumbents perform routine clerical functions such as data and document input, and routine customer service. Responsibilities may include performing data entry; verifying data; updating forms and websites, creating PDF documents.

- Updates college websites on a daily basis using HTML and Ektron Content Management System;
- Proofreads content requests;
- Works in cooperation with Marketing to coordinate updates to websites;
- Responsible for minor changes to college web-based forms.

**Requirements:**

**Education:**

Associate's degree or Certificate in Web design, Computer Programming, or in a field related to assigned area preferred.

**Experience:**

One (1) year experience in public information, Web Design, or related field.

\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

**Knowledge:**

- Communication principles and practices;
- Web design software;
- Content management systems;

- Computers and related software applications.

**Skills:**

- Reading comprehension and proofreading;
- Editing content, grammar, punctuation, and style;
- Written and verbal communication;
- Computer tools including word processing, photo editing, spreadsheets, and page layout software;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**License:**

None.

Responsibilities:

Incumbents will update and proofread current websites and pages in HTML and Content Management System.

**Equal Access/Equal Opportunity**

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and

violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at [eaao\\_director@spcollege.edu](mailto:eaao_director@spcollege.edu).