



## Web Administrator

Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a Web Administrator to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

### Essential Duties & Responsibilities

- Build, implement, maintain and support public-facing and internal websites and digital services.
- Install, maintain, and administer web servers and applications.
- Provide web contributor oversight; monitor skills of staff assisting with projects and provide feedback to team leaders.
- Develop and maintain in-house applications including, but not limited to, designing databases; database administration; designing, developing and maintaining applications including web-based applications.
- Provide data and analysis of web site usage statistics. Use analysis to guide online service development.
- Analyze information technology needs, identify priorities and develop new and improved services, policies and procedures.
- Develop improvements and efficiencies for staff and patrons including automation of tasks and statistics.
- Oversee implementation of systems and technology projects to support and meet library objectives.
- Respond to staff and patron questions and issues, providing training as needed.
- Assume other tasks as assigned.

### Required Skills & Knowledge

- Bachelor's degree in computer-related area or equivalent experience.
- Advanced knowledge of online services and applications.
- Minimum 3 years of experience managing and developing websites.
- Experience installing and administering web servers and applications.
- Web design and development skills including programming languages, scripting languages, database management, APIs and content management systems.
- Successful management of web projects.
- Experience with desktop publishing, web, and Microsoft Office software.
- Project management and planning experience.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Ability to handle multiple projects with competing deadlines.
- Collaborative, hands-on style with exceptional follow through.
- Ability to research and apply new technology.
- Analytical problem-solving skills.
- Strong interpersonal, communication and written/verbal skills, including the ability to explain and train "non-technical" individuals in the effective use of all relevant systems.

### Compensation & Benefits

- Starting wage is \$21.93 per hour
- Excellent benefits package including pick-up of employee's contribution to Ohio Public Employees Retirement System (OPERS)

### Status/Schedule of Hours

- Non-exempt; bargaining unit position
- 40 hours per week, Monday to Friday, 8:00 – 5:00

### To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to: Human Resources, **WA222WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, OH 45458 or email to: [HumanResources@wcpl.lib.oh.us](mailto:HumanResources@wcpl.lib.oh.us)

- WCPL Application can be found at [www.wclibrary.info](http://www.wclibrary.info) under Employment

**All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check.**