

**Partnership for a Connected Illinois**  
**Website and Technology Coordinator**

---



**Department:** Communications

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Approximately 20-25 daytime/weekday hours in Springfield office.

**Job Status:** Part Time

**Reports To:** Director of Marketing

**Amount of Travel Required:** None

**Positions Supervised:** None

---

**POSITION SUMMARY**

Assist in the efforts of a vigorous broadband initiative on behalf of the State of Illinois, as relates to website maintenance and updating, database maintenance, mobile application upkeep, server maintenance, and technical support.

---

**ESSENTIAL FUNCTIONS**

**Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions Statement(s)**

- Assist in articulation of organization's desired image and position, assure consistent communication of image and position through company website.
- Collaborate with web developers to create features on websites and troubleshoot issues of existing web features.
- Recommend web site improvements, and develop budgets to support recommendations.
- Implement web site security measures, such as firewalls or message encryption.
- Track, compile, and analyze web site usage data.
- Develop web site performance metrics.
- Perform user testing or usage analyses to determine web sites' effectiveness or usability.
- Correct testing-identified problems, or recommend actions for their resolution.
- Review or update web page content or links in a timely manner, using appropriate tools.
- Develop or implement procedures for ongoing web site revision.
- Document application and web site changes or change procedures.
- Test new software packages for use in web operations or other applications.
- Back up or modify applications and related data to provide for disaster recovery.
- Gather, analyze, or document user feedback to locate or resolve sources of problems.
- Determine sources of web page or server problems, and take action to correct such problems.
- Inform web site users of problems, problem resolutions or application changes and updates.
- Install or configure web server software or hardware to ensure that directory structure is well-defined, logical, secure, and that files are named properly.
- Manage deployment and updating of mobile application.
- Provide training or technical assistance in web site implementation or use.
- Provide technical assistance to internal and remote staff.
- Maintain Salesforce account and increase usership

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Systems Analysis - Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Autonomy - Ability to work independently with minimal supervision.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Reliability - The trait of being dependable and trustworthy.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

### SKILLS & ABILITIES

**Education:** Associate's Degree (two year college or technical school)

**Experience:** 2 plus years of experience in information technology, website maintenance, and server support.

**Computer Skills:** Knowledge of CMS systems and competent in all of the following items: HTML, CSS, PhotoShop, PHP/MySQL, Excel, and IOS app development.

Additional desired competencies include: knowledge of Salesforce, Joomla! CMS, Google APIs, building database forms, development of web-enable relational databases, basic network knowledge, google analytics.

### PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.

**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

#### Physical Demands

Stand	O	<b>Lift/Carry</b> 10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	O		
Squat or Kneel	O	<b>Push/Pull</b> 12 lbs or less	O
Bend	O	13-25 lbs	O
		26-40 lbs	O

### WORK ENVIRONMENT

Open office environment on fifth-floor of office building in downtown Springfield. Handicap accessible.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

**To apply, email cover letter, resume, and work samples to [jobs@broadbandillinois.org](mailto:jobs@broadbandillinois.org).**

