CITY OF BOULDER
invites applications for the position of:

Web Manager Intern

An Equal Opportunity Employer

POSTING START DATE: 02/10/15 12:00 AM

POSTING END DATE: 02/24/15 05:00 PM

SALARY: $12.00 - $12.00 Hourly

POSITION END DATE:

WORK SCHEDULE: 10-20 hours per week, Tuesday through Friday, days and hours flexible.

JOB TYPE: Intern

LOCATION: 3065 Center Green Dr.

OVERALL JOB OBJECTIVE:
The City of Boulder is restructuring its intranet website and needs assistance migrating content and rewriting existing content for the web. Under general direction of the Senior Webmaster, you will migrate website content from the old content management system to the new content management system. Content will need to be rewritten for the web and tagged based on a content inventory list.

DUTIES & RESPONSIBILITIES:
RESPONSIBILITIES:

- Create and update website content
- Rewrite content for a web audience
- Work with department web managers to migrate content
- Tag content based on content inventory list

CITY VISION AND VALUES:
The City of Boulder is committed to service excellence for an inspired future and the following values:

- **Customer service** - We are dedicated to exceeding the expectations of our community and our co-workers by demonstrating consistent and professional service with a solution-oriented approach
- **Respect** - We champion diversity and welcome individual perspectives, backgrounds and opinions. We are open-minded and treat all individuals with respect and dignity.
- **Integrity** - We are stewards of the public's trust and are committed to service that is transparent and consistent with city regulations and policies. We are honorable, follow through on our commitments and accept responsibility.
- **Collaboration** - We are committed to organizational success and celebrate our shared dedication to public service. We believe community collaboration and the sum of our individual contributions leads to great results.

- **Innovation** - We promote a forward-thinking environment that supports creativity, calculated risks and continuous improvement. We embrace change and learn from others in order to deliver leading edge service.

The City of Boulder is a smoke and tobacco-free workplace.

QUALIFICATIONS:
REQUIREMENTS:

- Experience in proofreading/editing website content
- Demonstrated skills in written and oral communication
- Demonstrated ability to use computing software, including e-mail, word processing, spreadsheets, database programs and Internet search engines.
- Strong organizational skills, professional attitude and demonstrated ability to address issues and find information using own initiative under minimal supervision.
- Ability to commit to work up to a year on a project starting in February/March 2015
- Preferred majors include Business, Communication, Journalism, Public Affairs, Marketing o a related field.

DESIRED QUALIFICATIONS:

- Some understanding of local government
- Experience in posting information on a website
- Experience handling sensitive and confidential material
- Familiar with Associated Press Stylebook

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.bouldercolorado.gov/human-resources/jobs-and-volunteer

Job #2015-00297
WEB MANAGER INTERN
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OUR OFFICE IS LOCATED AT:
3065 Center Green Drive
Boulder, CO 80301
303-441-3070

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Web Manager Intern Supplemental Questionnaire

* 1. This position also requires three writing samples. Please email samples to labrecquel@bouldercolorado.gov no later than 5 p.m. Tuesday, February 24. By answering "yes" I am indicating that I will email my three writing samples by the deadline.

- ❑ Yes
- ❑ No

* Required Question