

## **Town of Plainfield web administrator contract position**

The Town of Plainfield is seeking a web administrator for the Town website: [www.plainfieldvt.us](http://www.plainfieldvt.us). This website is on the Weebly platform. Various commissions/boards/committees do their own posting to the website.

Skills/Experience needed:

- familiarity with the Weebly website platform
- ability to add website pages as needed
- ability to communicate with various representatives of Plainfield Town commissions, boards, and committees and with elected officials about the Plainfield Town website and needed postings
- ability to make postings as needed to established pages on the Plainfield Town website
- ability to learn how to make postings to the Plainfield Town home page calendar on the website
- familiarity with or ability to learn how to post MP4 videos of Plainfield Select Board meetings to YouTube

Duties will include:

- providing training as needed to individuals responsible for making postings to Plainfield commissions/boards/committees web pages on the Plainfield website
- as needed, providing technical assistance to others who are experiencing posting difficulties
- posting Select Board meeting videos to the Plainfield YouTube channel; videos supplied as MP4 files, no editing or alteration needed, 2 to 4 per month
- monitoring security features provided by Weebly and reporting concerns to the Plainfield Select Board
- posting content supplied by Plainfield commissions/boards/committees/departments to the website in designated pages already on the website
- time-sensitive posting of agendas to designated pages already on the website for Plainfield commissions/boards/committees
- posting meeting dates on the Town of Plainfield website home page calendar
- posting content supplied by various town officers, including the Plainfield Town Clerk/Treasurer and assistant Town Clerk/Treasurer. This may be on a designated page already on the Plainfield Town website, or may be in the Announcements section above the calendar on the home page
- posting documents in PDF format as requested to designated pages already on the Plainfield Town website
- deleting content and documents as requested by various commissions/boards/committees and elected officials

Estimated time needed: 2 to 5 hours monthly, in spurts. Not all postings will come to the web administrator at one time or be able to be posted in one session.