

CC Communications is owned & operated by Churchill County, Nevada  
An Equal Opportunity Employer

## **Web Design/Maintenance Technician**

### **1099 Independent Contractor**

\$12.00 - \$15.00 DOE - Part-Time, Temporary, Contract

#### **Project Responsibilities**

- Provide support to the current Web Designer on all aspects of the design and development of websites and media content
- Slicing and coding of website content using Dreamweaver
- Editing, uploading and publishing of content to various websites via FTP and various content management systems
- Design and upload site promotional banners and other web related collateral
- Hosting account management and troubleshooting email and website help requests

#### **Requirement and Qualifications**

- Graphic & Web Design Students preferred
- Must have skills in web design, graphic design or creative design and have had some experience.
- Experience working with and an understanding of HTML and CSS, Photoshop, Illustrator and Dreamweaver.
- Experience working with Flash, InDesign and use of content management systems is preferred
- The ability to multi-task
- Awareness of web standards and SEO
- Ability to troubleshoot and solve problems related to email and website hosting
- Ability to be adaptable and pick up on new techniques
- Have good interpersonal and communications skills
- Ability to work on your own and in a team
- Ability to use initiative
- Ability to work under tight deadlines and be thorough and deliver precise work

#### **Contact Information**

### **Elizabeth S. Orozco**

*CC Communications*

*Web Development and Media Content Producer*

**Office:** (775) 423-7171 Ext. 1299

**Cell:** (775) 427-0024

**Fax:** (775) 428-1503

[elizabeth.orozco@cccomm.co](mailto:elizabeth.orozco@cccomm.co)

#### **Skills, Knowledge and Ability**

- Interpersonal skills and tact sufficient to function as a contributing member of work groups (teams).
- Willingness to accept responsibility for own assignments/activities.

- Proficiency in the configuration and use of WCMS (Web Content Management Systems). i.e. Ektron, Adobe Business Catalyst, Expression Engine, Drupal, Joomla, WordPress, et cetera.
- Proficiency in the configuration and use of SaaS (Software as a Service) products.
- Microsoft Windows, Microsoft Word and Microsoft Excel.
- Familiarity with Microsoft SQL, My Sql and other databases.
- Adobe CC and Adobe Tools (Dreamweaver et cetera).
- Spreadsheets, databases, and related products etc.
- Ability to maintain logical approach to problem solving while under pressure from various sources.
- Work productively and complete assignments within time constraints.
- Demonstrate excellent customer service skills.
- Deal constructively with the public, vendors, etc.
- Diffuse customers and others who may be upset or are confrontational.
- Prioritize multiple assignments and show flexibility as well as dependability.
- Ability to maintain complete confidentiality of all records, files and company proprietary information
- Communicate effectively orally and in writing.
- Pay close attention to detail and schedules and accept responsibility for own activities while working with minimum supervision.

**EXPERIENCE and/or TRAINING:** Any combination of training, education and experience that would provide the required skills, knowledge and abilities needed to perform the assigned duties of the position. A typical way to acquire the required skills, knowledge and abilities is:

- Completion of the requirements for a high school diploma or equivalent **and**
- Two years additional education above the high school level **and**
- At least one year of experience which demonstrates computer literacy and proficiency with Web Design, Graphic design, Digital Illustration and Imaging, Digital Photography and Information Design.
- Associate's degree (A. A.) or equivalent is preferred.
- Bilingual English/Spanish is helpful

**APPLICATION PROCEDURE:**

Application materials are available personally at *CC Communications*, 50 W. Williams Ave, Fallon, Nevada or on our website at [cccomm.net](http://cccomm.net). **Submit a completed CC Communications application and a resume** to *CC Communications* Human Resources, P.O. Box 1390, Fallon, NV, 89407. ***Resúmes will not be accepted in lieu of completing and submitting the proper application materials by the closing date. Failure to submit the proper application materials by the closing date will remove the candidate from consideration.*** Position will remain open until **5:00 PM, Friday, August 4, 2017**. Your application materials must clearly show your qualifications for the position to receive further consideration. Candidates may be required to take a test in conjunction with an interview.

**This announcement is generally descriptive of the duties and qualifications for the job.  
It is not to be construed as an expressed or implied contract.**