



Corporate Webmaster Competition # 201784 One (1) Permanent Full-Time Position

The City of Fort Saskatchewan is seeking a creative, professional Corporate Webmaster to join our Corporate Communications Team. The Corporate Webmaster performs the planning and coordination of tasks and activities related to the content management of the City's internal and external websites. Under the direction of the Corporate Communications Director, this person will execute long and short term website plans, as well as oversee all department information for the City's external and internal websites. Duties include training City staff on maintaining web pages, monthly reporting and analyzing of Google Analytics and employing SEO. The Corporate Webmaster will interact with the public on all matters related to the City's website. This person will work with the Corporate Communications team to coordinate digital media strategies with other communication strategies. This position will research and identify trends in internet-based communications and keep the organization informed of leading edge technologies. This position requires strong verbal and written skills to deal effectively with internal and external customers.

The successful candidate will be motivated, innovative and creative with a minimum three years' experience in website content management, social media monitoring, as well as, posting and trend analysis. A Web Design Certificate, or completion of post-secondary education in Communications, Public Relations or a related discipline is desired. Candidates must possess a valid driver's license, as some travel is involved. This position requires a high degree of computer literacy including Microsoft Office products, web-based applications, CMS and HTML experience, internet and desktop publishing applications such as Photoshop, Adobe Illustrator and Acrobat. Knowledge of the fundamentals of graphic design, web writing and web content management is essential. The City of Fort Saskatchewan offers a competitive salary range of \$67,938 to \$79,930 per annum.

If you have superior time management, organizational and interpersonal skills, please forward your resume **in confidence by Thursday, September 21, 2017 stating competition #201784 to:**

The City of Fort Saskatchewan
People Services Department
10005 - 102 Street
Fort Saskatchewan, AB T8L 2C5
Fax: 780.992.6625
E-mail: hr@fortsask.ca



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 25,500 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort representation in historic downtown.

For more information on employment with the City of Fort Saskatchewan, please visit our website at: www.fortsask.ca

The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.