

City of Sumter



JOB ANNOUNCEMENT

Webmaster

Job Purpose: Responsible for development, implementation and maintenance of various City websites. Monitors traffic, oversees the development of content, and maintains web server. Ensures that the site meets the needs of the City. In addition to writing, editing and proofreading site content, the selected candidate will work closely with all City of Sumter departments to maintain site standards with regard to updates and new development. Responsibilities include crafting site promotions, emailing newsletters, online outreach and social media campaigns as well as graphic design, photography, videography and recordings.

Minimum Qualifications: A bachelor's degree or equivalent experience and training in computer science, information technology, web communications, or digital media with at least three years. Applicant must have excellent skills in written and oral communication, the ability to work across all departments and with people.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from www.sumtersc.gov
to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150