BALTIMORE METROPOLITAN COUNCIL

DATE: November 15, 2021

POSITION: Webmaster

SALARY: This position offers a competitive salary and benefits package, dependent upon qualifications (please include minimum salary requirements in cover letter).

BENEFITS: BMC participates in the State of Maryland's benefits program, including comprehensive healthcare, dental, and life insurance options. BMC provides a highly competitive package of additional benefits including guaranteed contribution to deferred compensation programs, optional telework, state holidays, and vacation/personal leave.

DESCRIPTION: The Baltimore Metropolitan Council (BMC) is a quasi-governmental, non-profit agency serving the Baltimore region. Our board of directors includes the Mayor of Baltimore and the elected executive officials from the six surrounding counties. BMC's primary function is to support the Baltimore Regional Transportation Board (BRTB), the area's metropolitan planning organization (MPO), and its regional transportation planning activities. BRTB members consist of designated representatives from the cities of Annapolis and Baltimore and the counties of Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne's. Additional members include the following state agencies: Department of Transportation, Department of the Environment, Department of Planning, and Maryland Transit Administration as well as Harford Transit.

BMC is seeking an experienced candidate to serve as our full-time Webmaster to manage our agency's website. Working with the Director of External Relations and the Communications Officer, the candidate will collaborate on a team responsible for the implementation of the organization's communications strategy and engagement with the public and partner entities. The candidate must be confident, detail-oriented and able to meet deadlines.

This an excellent career opportunity for a creative, outgoing and collaborative self-starter with an interest in public service who is seeking to grow their communications skills.

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ANNE ARUNDEL COUNTY   BALTIMORE CITY   BALTIMORE COUNTY   CARROLL COUNTY   HARFORD COUNTY   HOWARD COUNTY   QUEEN ANNE'S COUNTY

BMC

The Baltimore Metropolitan Council maintains the following Drupal 8-based websites:

https://www.baltometro.org	https://www.biketoworkmd.com
https://dev.baltometro.org	https://dev.biketoworkmd.com

SPECIFIC DUTIES:
The candidate's primary responsibilities will include serving as the webmaster and graphic designer for the organization. These duties require a solid background in communications, including technical skills and software proficiency.

Webmaster duties:
- Maintain and update existing BMC website and associated sites
- Add and edit content on the sites
- Debug/troubleshoot issues that arise with the website's performance
- Review statistics and monitor and report analytics
- Maintain responsive design
- Work closely with developers to ensure that front-end and back-end elements work together as expected
- Plan for future updates to the website
- Create web based graphic design

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree from an accredited academic institution plus one year of professional experience or at least five years of relevant experience and qualifications
- Experience in website management, including:
    - Proficiency with Drupal content management system
    - Expertise in web usability and standards for writing to the web
    - Especially strong skills/knowledge in writing HTML, CSS, PHP, and other dynamic languages.
    - Knowledge/experience working with Bootstrap 3+
    - Ability to compile Google Analytics, webmaster tools, insights, and ad-words data into relevant, detailed reports
    - Ability to recognize vulnerabilities and inconsistencies in websites that may compromise security or user experience
    - Understanding of web standards, cross browser compatibility, user interface design principles
- Graphic Design Experience
    - Professional graphic design experience creating digital imagery

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- o Knowledge of basic web design, graphic design, and desktop publishing programs
- Writing/communications experience, including content development for a company/organization or journalism
- Ability to handle multiple tasks simultaneously with minimum or no supervision

DESIRED QUALIFICATIONS:
- Degree in computer science, communications, public relations, marketing, graphic design, journalism, multimedia, or a closely related field
- Advanced graphic design experience creating digital imagery as well, preferably as flyer, postcards, posters, and brochures
- Proficiency with Adobe Creative Suite products (InDesign, Illustrator, Photoshop, Dreamweaver, Lightroom)
- Has knowledge of web image file formats and the ability to manipulate and create them from conceptualization to execution. Knowledge of SVG graphics a plus.
- Multimedia experience with audio and video production, including operation of a DSLR camera and/or video equipment

TO APPLY: Send cover letter, resume, and a sample of graphic design work to Kathy Renzi, via email to (krenzi@baltometro.org) or mail to Baltimore Metropolitan Council, ATTN: Kathy Renzi, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230. Position will remain open until filled.

BMC is an EOE/M/F/H. BMC does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Please Note: BMC is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.