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| Job Title: | Webmaster | Job Category: |  |
| Department/Group: | CO Judicial  | Job Code/ Req#: | Drupal Administrator-Developer  |
| Location: | Hybrid**Address** 1300 Broadway, Suite 1100 Denver , Colorado 80203Candidate Must Be Local  | Travel Required: |  |
| Level/Salary Range: | $50-$65/hr on C2C depends on exp | Position Type: | Contract |
| Duration | 05/01/2024 - 09/30/2024 | Date Posted: | 04/22/2024 |
| Expenses Allowed | No | Posting Expires: | 04/30/2024 |
| **Quantity Requested** | 1 | Send Resumes to | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No**Hours/Day**8**Time Zone**MST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00AM 5:00PM Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Description**\*Please note we are unable to provide H1B visa sponsorship\* \*This position may be considered for a contract to hire\* This contract position is primarily focused on administering and managing a Drupal platform. Working with others to make necessary content updates and helping others learn the platform as needed. Experience with ColdFusion is also a plus. We are looking for a technical expert in Drupal and also a good communicator. **Duties/Responsibilities:** -Develops and maintains internet and intranet portals, forms, and structures in accordance with the organization’s needs; collaborates closely with division and teams across the Judicial Department. -Serves as the primary contact for all aspects of the organizations public website(s). -Performs backups and ensures site reliability. -Ensure website(s) are accessible per Web Content Accessibility Guidelines (WCAG) international standards.Encourages and facilitates consistent, creative, and unified web design across the organizations web properties. -Collects and analyzes web analytics and similar data; identifies opportunities to improve search engine optimization (SEO), time on site, web traffic, and other relevant metrics. -Improves the portal's efficiency and designs the look and feel for the site. Keeps the design of the website standardized and current. Monitors for drift from established standards and implements corrections. -Monitors site traffic and helps scale site capacity to meet traffic demands and performance expectations. -Maintains and documents ownership of company’s internet domains. -Assists employees with use of company websites through one-on-one support, user guides, and training sessions. -Ensures compliance with company policies, procedures, and ethical standards; software licenses; and applicable state and federal laws and regulations including data security, privacy, and intellectual property laws. -Maintains current knowledge of best practices and emerging developments in web design, web development, and technology. -Performs other related duties as assigned. **Required Skills/Abilities:** -Extensive knowledge of website management, analytics, design, and SEO best practices and standards. -Experience with the latest version of the Drupal platform. Ability to create new content and integrate with other services in the Drupal platform. Ability to administer the Drupal platform. Ability to help others learn about the Drupal platform. We are looking for someone with extensive experience in Drupal who understands the platform well. -Working knowledge of the latest design web design standards. Experience with doing web design on larger scale websites. Ability to be creative in designing solutions. -Knowledge of REST APIs and integration of APIs with websites. -Working knowledge of or ability to quickly learn web content management systems, applications, and tools used by the organization. -Highly proficient with HTML/CSS; working knowledge of PHP, XML, SQL, JavaScript, and other programming languages. -Experience working with ColdFusion is a plus. -Excellent verbal and written communication skills. -Proficient with Microsoft Office Suite or related software. -Strong analytical, troubleshooting, and problem-solving skills. **Education and Experience:** -Bachelor’s degree in Computer Science or related field required; coursework in digital media, web design, and/or computer programming highly preferred. -Equivalent progressive professional experience may be substituted for education experience. -At least five years working with the Drupal platform in an administration and content management capacity. **Physical Requirements:** Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.**Qualifications**

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| **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** |
| Skills | Others | Accessibility/WCAG | Experience with ensuring websites meet accessibility guidelines and aware of WCAG and otheraccessibility standards.  | Novice (1-3 Years) | No |
| Skills | Others | Communication | Applicant must be comfortable speaking with and helping non-technical people. Must be good at communicating with users who are asking for support on making changes to websites. | Proficient (4-6 Years) | Yes  |
| Skills | Others | Drupal | Experience with administering and making content updates in the Drupal platform  | Advanced (7-9 Years)  | Yes  |
| Skills | Others | REST | Must have a basic understanding of REST concepts and how REST APIs integrate with a Drupal platform | Novice (1-3 Years) | No |
| Skills | Others | Web Content Management | Experience with administering large website with a lot of content.  | Advanced (7-9 Years)  | No |

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| Reviewed By: | Swathi G | Date: | 04/22/2024 |
| Approved By: | Ram S | Date: | 04/22/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/22/2024 |