



Montana State University

Classified Position
Vacancy Announcement
May 18, 2009



**WEB/MEDIA SPECIALIST (Computer Software Eng/App I)
Education/Extension Housing & Environmental Health**

Announcement Number 08-082

Position Number 1057

Starting Date Upon successful completion of selection process

Starting Salary Minimum wage of \$16.667 per hour, consideration of higher wage dependent upon demonstrated exceptional relevant qualifications.

FTE Part-time (.5 FTE)

Benefits Eligible for [benefits](#)

The [custom calculator](http://www.montana.edu/pps/BenefitsCalculator.htm) (<http://www.montana.edu/pps/BenefitsCalculator.htm>) provides an estimate of the minimum monetary value of the complete compensation package for benefits-eligible jobs.

Bargaining Unit Montana Public Employees Association

Overtime Status Eligible for overtime

Description A program funded by grants from the Environmental Protection Agency, Peaks to Prairies collaborates with EPA Region 8 states and other regional centers around the U.S. to encourage adoption of pollution prevention practices by citizens, small businesses, and local governments, by providing access to quality pollution prevention information, research and expertise. Peaks to Prairies offers three web sites serving different sectors with pollution prevention information: PeakstoPrairies.org, Homes-Across-America.org, and TribalP2.org.

The information media specialist is responsible for sustaining, improving and expanding the three Peaks to Prairies web sites, and for creating and producing print media products that advance Peaks to Prairies programs that work with different partners and audiences.

Specifically, the specialist will

- Collaborate with the Peaks to Prairies Coordinator to identify needed web site improvements in content and style;
- Redesign and develop areas of the websites when necessary, including identification and establishment of appropriate content-based links;

- Maintain and update the three websites (peakstoprairies.org, homesacross-america.org, and tribalp2.org), including updates to Cold Fusion and PHP code as needed, link checks, and modify or augment associated MySQL databases according to needed content;
- Improve webbased connectivity with related programs, and conduct outreach to web audiences via meetings and telephone or email contacts to promote web site use and engagement with Peaks to Prairies programs;
- Develop and oversee production of new print outreach materials and/or web pages to advance the work of Peaks to Prairies programs;
- Maintain contact with the web managers of the other 7 regional centers to resolve problems with the integrated web-based content, and negotiate agreements or proposals about new features;
- Collaborate with the Peaks to Prairies Coordinator to ensure priority issues are addressed, and to develop new content or revise existing content;
- Identify the need for new web site related policies, collaborate with the Peaks to Prairies Coordinator and Director to develop policies and goals, and implement policies and goals for the websites;
- Maintain the center's listservs;
- Analyze and report web traffic on a quarterly basis for all three sites;
- Work with other regional centers to improve and update the websites, collaboratively identifying problems with site usability, discussing options and developing solutions via conference calls;
- Respond to external inquiries regarding pollution prevention options to address a particular enterprise or business situation;
- Oversee student(s) hired to help with tasks such as code programming and posting of events.

Required Qualifications

1. Bachelor's degree **or equivalent knowledge and experience** in a field related to Natural Resources, Biology and Environmental Sciences and/or Communications or Graphic and Media Arts, and/or Information Science.
2. Demonstrable success programming for the web with database applications, using html, cold fusion, php, mySQL.
3. Graphics design capabilities and the ability to recognize audience needs and responsiveness to image and text designs, ability to recognize and capture appropriate web site content, judgment regarding content links and appreciation for user information needs and media response.
4. Strong communication skills and effectiveness in collaborative relationships.

Preferred Qualifications

1. Strong writing skills.
2. Demonstrable skills in web usage data gathering and analysis, and web-based surveys.
3. Experience working with businesses and/or government agencies.

The Successful Candidate

The successful candidate will have also have the following abilities: possess excellent written and oral communication skills, an understanding and commitment to providing a high level of information service, exceptional attentiveness to detail, and proven ability in establishing and maintaining cooperative and productive relationships with a highly diverse range of internal and external partners; will exercise sound judgment in interpreting and applying policies and procedures; will exhibit self-motivation and work independently under minimal supervision; will have the abilities to establish and maintain a collaborative team environment, and

communicate effectively with colleagues and audiences; will possess the ability to prioritize and manage multiple work assignments; and, will have ability to represent Montana State University and its programs to others in a professional, courteous and competent manner which inspires trust and confidence.

**Application
Deadline**

Completed applications returned by 5:00 p.m., Thursday Sept. 22, 2011, will be given preferential review, however applications will be accepted and reviewed until a suitable candidate is chosen.

**Application
Procedure**

1. Please respond, on separate sheet(s) of paper, to the above required and, if applicable, preferred qualifications by summarizing how your work experience and training relates to each of them. Specific examples should be included when possible to aid the search committee in evaluating your qualifications.
2. Print the [Montana State University Application Materials](#) and attach your qualification responses to the completed and signed Montana State University Employment Application Cover Sheet along with the following:
 - a. Complete employment history including: position title, employment dates, average number of hours per week, organization name and phone number, supervisor's name, and reason for leaving. Resume may be substituted if this same information is included.
 - b. At least three (3) supervisory professional references. Please include the reference's name, organization and contact information including daytime phone number. Most recent and/or current supervisors or line of supervision may be requested if not included. Do not list relatives.
 - c. Completed and signed Criminal Records Check Information Sheet.
 - d. Completed EEO form (voluntary) -- this form will be extracted and other personal demographic information will be blackened out prior to search committee members' review of the application.
 - e. Cover letter, letters of recommendation, etc. may be attached to the rest of the application materials but are not required.
 - f. Completed applications must be submitted directly to: Human Resources, Montana Hall Room 19, PO Box 172520, Bozeman MT 59717-2520. Electronic submittals are not permissible at this time.

ADA/EO/AA/VETERAN'S PREFERENCE: In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact MSU Human Resources/Personnel & Payroll Services, Bozeman MT 59717-2520; 406-994-3651. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at [www2.montana.edu/policy/affirmative action/](http://www2.montana.edu/policy/affirmative_action/).
