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| Job Title: | Content Management Administration | Job Code/ Req#: | 63997 |
| Department/Group: | COOP Jefferson County | Position Type: | Contract |
| Duration : | 03/10/2025 - 03/27/2026 | Date Posted: | 02/18/2025 |
| Expenses Allowed | No | Posting Expires: | 02/28/2025 |
| **Location :** | Hybrid  **Address**  10200 W 20th Ave. Lakewood, Colorado 80215  Candidate Must Be Local | **Quantity Requested :** | 1 |
| **Additional Location Details**  **(City, State) :** | Candidate will need to be local to be in office as needed to meet with staff, teams as needed and requested at a moments notice. | Send Resumes to : | resumes@taurusbiz.com |
| **Level/Salary Range :** | Max$45/hr on C2C |  |  |
| **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 Standard Yes  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Description**  **Jefferson County Public Library (JCPL) is seeking to hire an experienced**  **contractor to facilitate the organizational compliance with Colorado’s new Digital Accessibility legislation** and other related legislation passed to clarify the initial law. JCPL has drafted a program plan and is seeking assistance with outlining the key activities, milestones and timelines and responsibilities to achieve and maintain compliance with the legislation. This work involves providing crossdivisional support and collaboration for teams across the organization, including Technology and Innovation, Communication and Engagement, Public Services and Training.  **QUALIFICATIONS:**  BA or BS degree communications, journalism, English or related field, Knowledge of managing content and users in a CMS, and an understanding of how an organization manages content, Experience writing  requirements for content projects and tools, Adept at keyword placement and SEO best practices, Proficiency with popular content management systems, social media management experience. Duties and Responsibilities: As a Content Management System Administrator for the online Content Services team, you'll lead a host of projects and be responsible for task execution within the broad field of knowledge  management. The role interacts with stakeholders across the business and requires superb abilities to collaborate, build consensus, organize ideas, communicate them to stakeholders, and deliver projects in a transparent and harmonious manner.  **\*\*\*Seeking a contractor with the specific qualifications and experience, relating to standing up a successful Digital Accessibility Program: conducted accessibility assessment, created and facilitated remediation planning and tracking, digital accessibility training, technology implementation and**  **planning, governance, recommendations for on-going monitoring and support.** | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 02/18/2025 |
| **Approved By:** | Ram S | **Date:** | 02/18/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 02/18/2025 |