Bonnet Shores Fire District

Technology & Communications Administrator

Position Summary:

The Technology and Communications Administrator is responsible for assisting the Bonnet Shores Fire District council with technology, communications, and digital data platforms for the Bonnet Shores Fire District including maintaining and managing the district's software applications and ensuring timely and accurate communication to the community. This role is responsible for updating systems and software and resolving technology issues. As such the individual is the primary escalation point for end users and must have effective communication skills for assisting non-technical users. The Technology & Communications Administrator receives direction from the Council and reports directly to the Council Chair or their designee. This position will interact with elected officials and the District Manager.

Job Responsibilities:

Website

- Maintain all Website Content including posting of Monthly BSFD Council and Land Trust Meeting information (Tools: Craft CMS & Cloudflare for hosting)
- Build and Maintain website forms (i.e. Camp Registration Payment forms, contact forms, etc.-Tools: Freeform and JotForm integrated with PayPal)
- Migrate website official documentation/content to Dropbox for permanent records retention at least annually
- Maintain website calendar

Email (Tools: MS Outlook 365, SendGrid, MS Exchange Admin)

- Maintain active email users including password resets and mail traces as requested
- Migrate outgoing officials email to shared mailbox, remove license and re-assign license to incoming officials (annually with election of new officials)
- Update distribution lists accordingly (annually or as needed)

Data

- Ability to mine and analyze a variety of data as requested by the Council and prepare for distribution in presentation format (Tools: MS Excel)

- Maintain OMA/APRA complaint log
- Data protection

Communications

- Admin for Mail chimp email distribution system
- Disseminate and send approved district communications at the direction of District Manager, Council Chair and Land Trust Chair

Zoom

- Manage zoom account and create zoom meetings for BSFD Council and Land Trust as needed
- Provide back up to run Zoom meetings as needed
- Pull zoom replay recordings and distribute

Suggested Qualifications

Education

- Associates degree or equivalent experience

Skills

- Technology Administration
- Website Management
- Website Content Management/Forms
- MS 365 expertise
- Vendor Oversight
- Email distribution platform
- Organizational skills and attention to detail
- Experience handling confidential information

Performance Expectations

- Treat all residents fairly and respectfully
- Carry out Council policies impartially
- Provide objective professional advice
- Protect District telecommunication assets

- Maintain confidentiality
- Foster productive working relationships with elected officials and the public as needed

Evaluation

The Council Chair or its designee shall conduct a formal written performance evaluation annually

Employment Status

- This is a part-time position which can be performed remotely but may require attendance at public meetings (estimated at 20-25 hours per month although hours may vary) Annual compensation is $6,000.
- This position does not offer benefits
- Compensation established annually by the Council and subject to APRA; therefore, the candidate's compensation is subject to public disclosure
- Subject to background check and reference verification
- The Bonnet Shores Fire District is an equal opportunity Employer. We do not discriminate based upon race, religion, color, national origin, sex, age, status as protected veteran, status as an individual with disability, or other applicable legally protected characteristics