

WEBMASTER

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

Under general supervision, performs a variety of assigned duties that includes:

1. Gather requirements for Web sites using graphics software applications, techniques, and tools.
2. Update Web sites using graphics software applications, techniques, and tools using knowledge of web-based technologies and of XML, HTML, Photoshop, Illustrator, and/or other design-related applications.
3. Support design group efforts to enhance look and feel of organization online offerings.
4. Upgrade Web site to support organization strategies and goals relative to external communications.
5. Oversee and guide a web team in updating and maintaining content for EHSS internal and external Drupal based websites (and maintenance, administration and development of SharePoint sites (Azure M365 tenant).
6. Ensure implementation of Section 508 compliances and cybersecurity controls for websites.
7. Conduct quality assurance reviews of sites as well as metadata tagging to ensure effective document search capabilities.
8. Ensure SLA compliance for web content postings and changes.

Qualifications:

1. 6+ years experience in website management.
2. Bachelor's degree in a related field. Acquia certifications and/or MS Azure certifications (e.g., Azure Fundamentals, Azure Developer Associate, Azure Solutions Architect Expert), or similar desired.
3. Extensive experience with Drupal, internet, and client server.
4. Demonstrated proficiency in managing database development, technical programming, web site design, and daily operations.
5. Experience with developing to and validating Section 508 compliance for websites.
6. Outstanding verbal and written communication skills. Excellent customer support experience, organizational skills, and attention to detail.
7. Able to interact professionally with all levels of an organization.

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays