

Job Announcement

CC Communications is owned & operated by Churchill County, Nevada
An Equal Opportunity Employer

Website SEO/Maintenance Technician

Salary: DOE

Position opens December 29, 2017 until filled.

(Salary placement depends on qualifications and budget constraints)

Plus 100% paid PERS (defined benefit) retirement, health insurance, vacation and sick leave

Applications are invited for the full-time position of Website SEO/Maintenance Technician for *CC Communications*. Position works in the Managed Services Department and is responsible for the modification and maintenance of existing customer websites, configuration of email applications, and SEO support. Analyze and troubleshoot website issues and/or complete a requested task efficiently and be able to handle multiple tasks/clients concurrently. Duties include but are not limited to: Post, modify and update content and images on

existing customer websites. Perform ongoing keyword discovery, expansion and optimization for customer websites. Optimize copy and landing pages for search engine marketing. Develop and implement link building strategy. Provide support to website development team. Provide customers with monthly website health and analytics reports and recommendations. Successful candidate may be subject to a drug/alcohol test and a criminal background check.

QUALIFICATIONS

Any combination of training, education and experience that would provide the required skills, knowledge and abilities needed to perform the assigned duties of the position. A typical way to acquire the required skills, knowledge and abilities is:

- Completion of the requirements for a high school diploma or equivalent **and**
- Two (2) years customer service experience required, preferably in a business to business or technical support.
- One (1) year progressively responsible experience working with web content management system(s) experience is preferred.
- One (1) year progressively responsible experience working in computer/technical industry preferred.
- Remote support client experience preferred.
- Google Webmaster Tools and Google Analytics experience preferred.
- Associate's degree or equivalent is preferred.
- HTML, CSS and website development.
- Knowledge of the configuration and use of Web Content Management Systems (WCMS) e.g. Business Catalyst, Expression Engine, WordPress, etc.
- Familiarity/Experience with CSS Pre-Processors: e.g. SASS and/or LESS

APPLICATION PROCEDURE:

Application materials are available at *CC Communications*, 50 W. Williams Ave, Fallon, Nevada. **You must submit a completed CC Communications employment application and a résumé to CC Communications Human Resources, P.O. Box 1390, Fallon, NV, 89407 or drop off at 50 W. Williams Ave., Fallon, Nevada by the deadline for consideration.**

Résumés will not be accepted in lieu of completing and submitting the proper application materials by the closing date. Failure to submit the proper application materials by the closing date will remove the candidate from consideration.

Position will remain open until **filled**. Application materials must **clearly show** qualifications for the position to receive further consideration. Applicants may be required to take a test, submit supplemental material and/or take part in an interview. Successful candidate may be subject to a pre-employment drug/alcohol screen and a criminal background check.

BENEFITS:

- **Retirement – Public Employee Retirement (PERS)** – A defined benefit plan. Benefit payment is based on the average of the 36 highest consecutive months of service. Company pays 100% of contribution, and employee has no Social Security deduction.
- Company pays 100% of employee premiums for medical, dental, long-term disability, vision and life insurance. (Dependent coverage available at cost to employee.)
- Deferred Compensation plan allows employee to invest pre-tax dollars to save for retirement.
- Vacation Leave - starting at 12 days per year for new employees.
- Holidays - 12 days per year.
- Sick Leave - 15 days per year.
- Tuition Reimbursement and Computer Purchase Program.
- Supplemental Life Insurance, Wellness and Safety Program, Employee Assistance Program and Credit Union membership are available.

**This announcement is generally descriptive of the duties and qualifications for the job.
It is not to be construed as an expressed or implied contract.**

CC Communications recognizes the fundamental right of applicants and employees to be assessed on merit alone. Therefore, it is the policy of CC Communications to provide equal employment opportunity for all applicants and employees. CC Communications does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, medical condition, disability or veteran status.