

## **Web and IT Assistant Part-Time Position Available**

The Local Government Commission (LGC) is looking for an assistant to help maintain the organization's web sites and provide general IT support for a 17-member nonprofit office located downtown Sacramento close to the State Capitol.

### **Rate and Hours:**

\$12-\$14/hr, DOE

15 hrs/wk, between the hours of 9-5, Monday through Friday

### **Duties:**

The assistant will work with our Webmaster to maintain the LGC's parent and project web sites. Duties will include updating web pages, collecting new content, assisting with the redesign of our site, converting documents to PDF, and customizing CMS packages. A portion of the time will be spent providing general IT support in a primarily Mac OS X environment, as directed by the IT Coordinator. This will include software installation and general software/hardware troubleshooting.

### **Knowledge and Skills:**

- Experience of HTML, XHTML and CSS a must
- Experience with Mac OS X and/or Windows 2000/XP operating systems
- Excellent organizational skills
- Strong attention to detail and accuracy
- Ability to prioritize time
- Ability to work independently with little supervision
- Familiarity with CMS Packages (WordPress, Plone) desirable
- Familiarity with programming (PHP, Zope) desirable
- Familiarity with Microsoft Office, Dreamweaver, and Adobe products desirable

### **To Apply:**

Please send resume via email to Tony Leonard at [aleonard@lgc.org](mailto:aleonard@lgc.org)  
Local Government Commission ([www.lgc.org](http://www.lgc.org))

Position open until filled

Please Post

10/07