

## **JOB DESCRIPTION – WEBSITE CONSULTANT**

**JOB/TASK:** Website Consultant

**NUMBER OF PERSONS NEEDED:** 1

**TIME COMMITMENT/FREQUENCY:** As needed, up to 1 - 2 hours/month

**SUPERVISOR /CONTACT:** Webmaster

**REFERENCES:** (people who have done this job and would be willing to answer questions about it) Doug Smith

***Duties:*** The Website Consultant has in-depth knowledge of web construction and design and serves as a consultant as needed to the Webmaster. The Consultant provides advice and assistance with such issues as website security, navigation options, and other issues. The Consultant may, on occasion, provide advice on specific problems which may arise and the Consultant might generate code to address various problems.

***Expertise Required:*** The Consultant must be highly trained in website development and have knowledge of various website codes and platforms such as CMS, php, javascript, and others. Generally, the Consultant will be a web developer by trade.