

ORDINANCE NO. 2018-3

AN ORDINANCE TO CREATE THE POSITION OF VILLAGE WEBMASTER

BE IT ORDAINED, by the Council of the Village of Belmont:

SECTION 1. (A) The Council of the Village of Belmont, hereby creates the position of Village Webmaster.

(B) Said Village Webmaster shall be under the direct supervision of the Mayor.

(C) Said Village Webmaster's duties shall include, but are not limited to the following:

- Update and Maintain websites.
- Add an app that tracks website traffic
- Act as liaison between company and web hosting provider
- Design websites and links .
- Generate and revise web pages so they are easy to use and attractive to the public
- Examine and analyze site traffic.
- Provide assistance: securing, backing up the server and securing the website
- Configure web servers when necessary
- Lay out content on web pages.
- Deal with and respond to heavy volumes of email and social media traffic
- Test websites to see if there are any parts that are difficult to use.
- Make the website inviting to those who open the site
- Fix links that don't work and pictures that aren't appearing properly.
- Decide how site's content will be delivered to the Internet.
- Keep files small so sites load faster.
- Test different browsers and ensure people with different computers can access a website.

(D) The compensation for the position of Village Webmaster shall be set by motion of Council, and may be amended from time to time, by motion of Council, as Council deems appropriate.

SECTION 2. This ordinance shall take effect at the earliest time allowed by law.

STANLEY A. SOBEL, Mayor

CLERK'S CERTIFICATE

The undersigned Clerk of Council hereby certifies that the foregoing Ordinance was adopted by Belmont Village Council at a regular meeting on the 2nd day of August, 2018.

RICKY BURKHEAD,
Fiscal Officer and Clerk of Council