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Web Content Editor

JOB CODE	JOB FAMILY	PROFILE
JCP244	**Communications and Public Affairs**	**Web Content Editor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**March 27, 2026**

The Web Content Editor leads the planning, coordination, and management of editorial and promotional content for the Bernalillo County website. Oversees web publishing workflows, ensures content accuracy and consistency, and collaborates with internal and external stakeholders to develop dynamic, user-friendly web pages. Works closely with technical staff to enhance content display and navigation.

Job Description

DUTIES AND RESPONSIBILITIES

- Write, edit, and manage timely, engaging content for the County website.
- Post updates and announcements to the County's social media platforms.
- Collaborate with departments, elected offices, and external agencies to coordinate content, develop policies, and manage publishing schedules.
- Source and coordinate appropriate visual content, including photos and illustrations, for the website.
- Plan and organize web page layouts and site navigation to ensure accessibility and readability.
- Evaluate and recommend improvements to web design, content, and user experience.
- Partner with the web development team to implement strategies and monitor site performance.

- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree with a major in Marketing, Communications or a related field.
- Four (4) years of experience in communications, broadcasting, web publication or related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

- Experience must include communications, broadcasting, web publication or similar functions. Journalistic, editorial and content creation skills/experience.
- Demonstrated ability to communicate complex concepts in an approachable way to a mainstream audience.
- Demonstrated ability to communicate and work effectively with individuals from various disciplines, both internally and externally.
- Demonstrated knowledge of operation of computer systems, including office automation and the Internet.
- Demonstrated project management skills. Demonstrated ability to communicate effectively in both oral and written English.
- Demonstrated ability to effectively supervise others and lead a Team.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.

- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile.
- Working surface is typically dry.
- Worker often works alone both with and without directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork and a wide variety of basic office supplies.