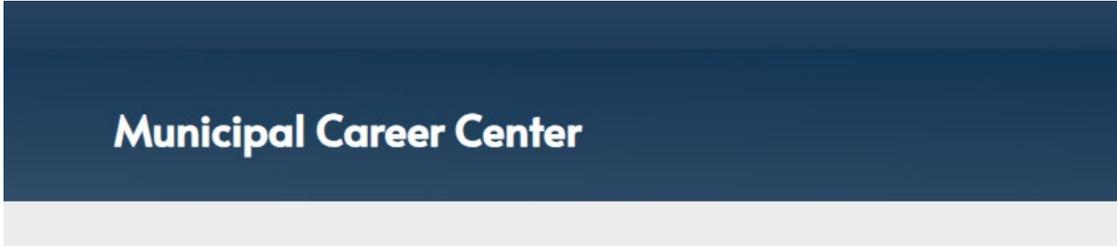


Adding / Editing Job Ads:

Step 1) Log into the MMA website and visit the MMA Municipal Career Center. Click the “Add a New Job Ad” link at the top of the page under “Member Tools” to open the editor:



Member Tools - Manage Job Ads:

- [Add a New Job Ad](#)

! Attention: Members with Existing Job Ads

Step 2) Add a title for your job ad:

Title: ?

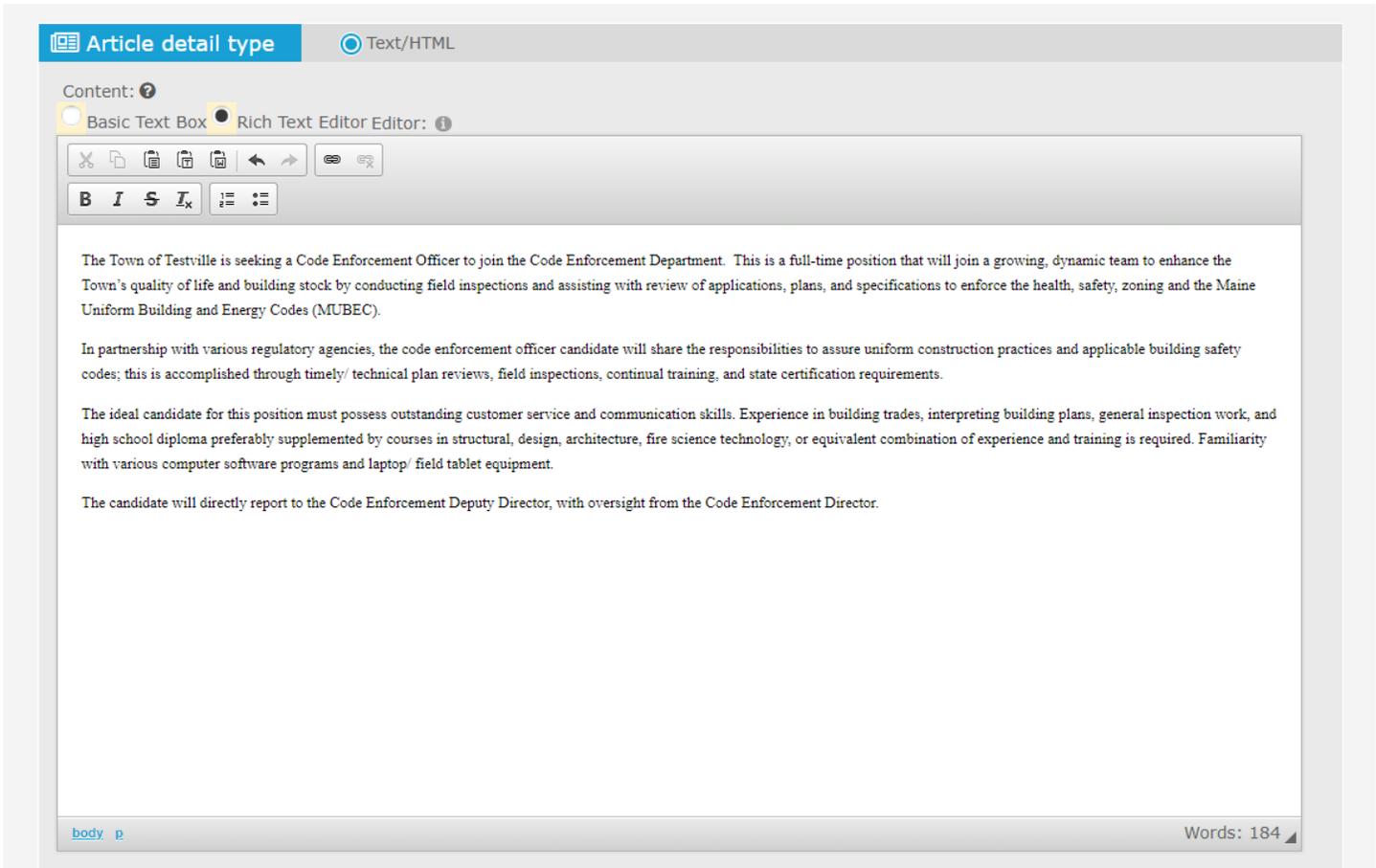
Step 3) Assign your job ad to a category:

☰ Categories

[Expand all](#) | [Collapse all](#)

- Assessor
- Clerk
- Code Enforcement
- Finance
- General Assistance
- Human Resources
- Library
- Maine Municipal Association Jobs
- Manager
- Other
- Parks & Recreation
- Planning
- Public Safety
- Public Works

Step 4) Enter full text for the job ad in the large text box:



The screenshot shows a web interface for editing an article. At the top, there is a tab labeled "Article detail type" and a radio button selected for "Text/HTML". Below this, there are two options for the editor: "Basic Text Box" (unselected) and "Rich Text Editor Editor" (selected). The Rich Text Editor has a toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, bulleted list, and numbered list. The main text area contains the following text:

The Town of Testville is seeking a Code Enforcement Officer to join the Code Enforcement Department. This is a full-time position that will join a growing, dynamic team to enhance the Town's quality of life and building stock by conducting field inspections and assisting with review of applications, plans, and specifications to enforce the health, safety, zoning and the Maine Uniform Building and Energy Codes (MUBEC).

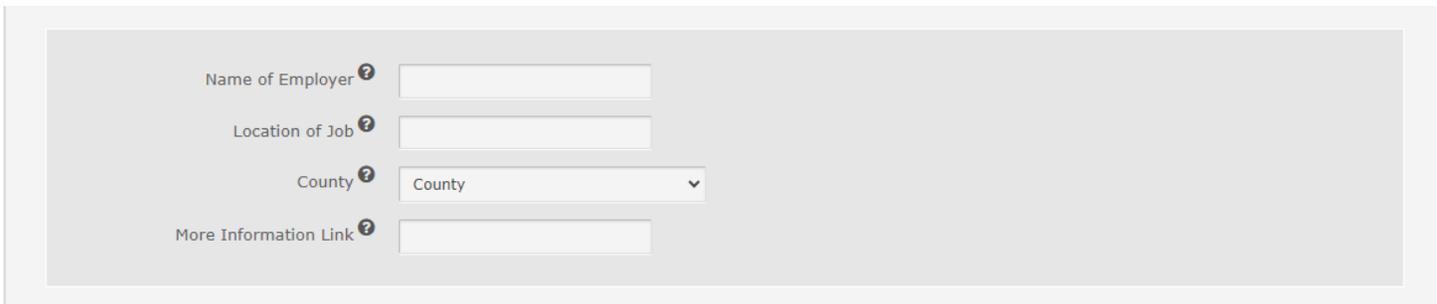
In partnership with various regulatory agencies, the code enforcement officer candidate will share the responsibilities to assure uniform construction practices and applicable building safety codes; this is accomplished through timely/ technical plan reviews, field inspections, continual training, and state certification requirements.

The ideal candidate for this position must possess outstanding customer service and communication skills. Experience in building trades, interpreting building plans, general inspection work, and high school diploma preferably supplemented by courses in structural, design, architecture, fire science technology, or equivalent combination of experience and training is required. Familiarity with various computer software programs and laptop/ field tablet equipment.

The candidate will directly report to the Code Enforcement Deputy Director, with oversight from the Code Enforcement Director.

At the bottom right of the editor, it says "Words: 184".

Step 5) Complete additional fields:



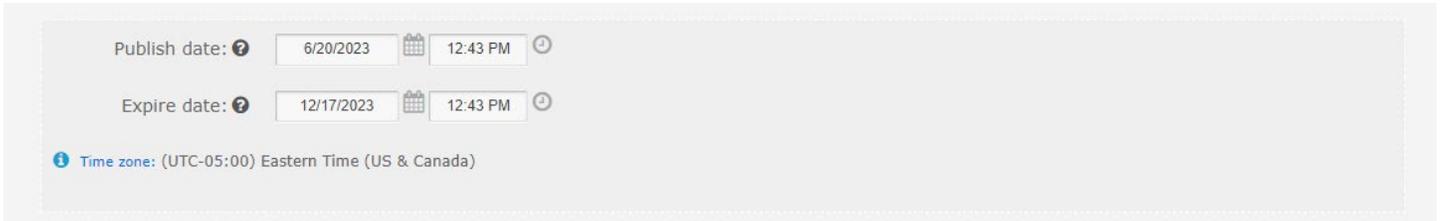
The screenshot shows a form with four fields, each with a question mark icon to its right:

- Name of Employer:
- Location of Job:
- County: (dropdown menu)
- More Information Link:

Notes:

- Use full name of employer (“Town of Winthrop”, “City of Augusta” etc.)
- Enter the primary location of the job (town or city) in the “Location of Job” box. You may also use this field for “Remote” or “Hybrid” if needed.
- For County – select the primary county where the job is located. If located outside of the State of Maine choose “Other/Outside Maine” from the dropdown.
- Use full URL’s for the “More Information Link” (include https:// in your link). If not needed, leave blank.

Step 6) Set Publish & Expiration dates for your job ad:

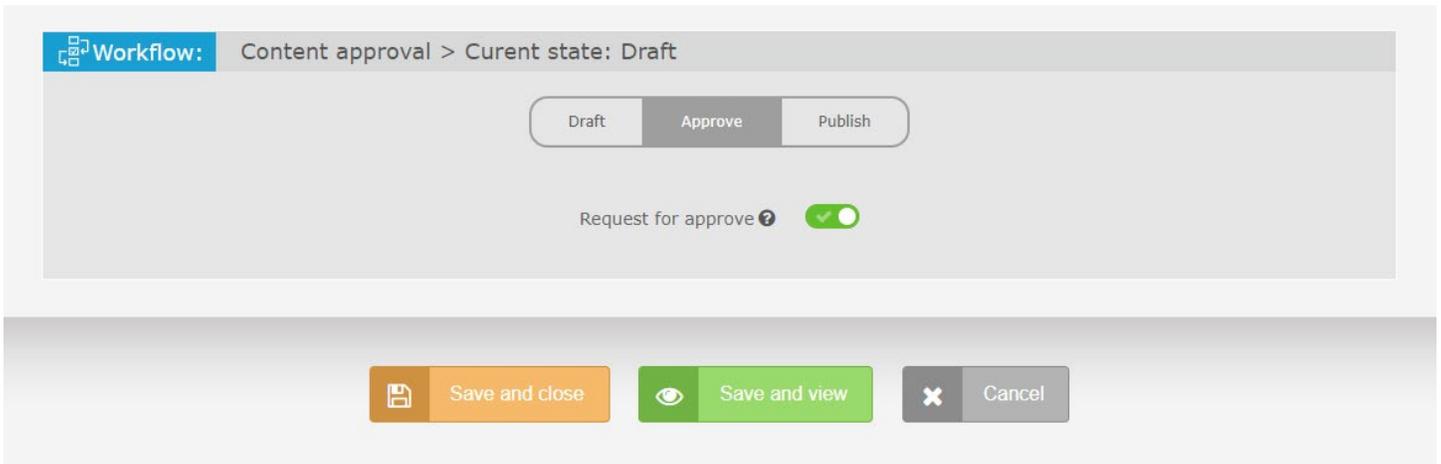


The screenshot shows a configuration panel for a job ad. It features two rows of date and time pickers. The first row is for the 'Publish date', set to 6/20/2023 at 12:43 PM. The second row is for the 'Expire date', set to 12/17/2023 at 12:43 PM. Below these pickers, there is a 'Time zone' dropdown menu currently set to '(UTC-05:00) Eastern Time (US & Canada)'.

Notes:

- “Publish Date” – The date and time (EST) that your ad will begin to display on the MMA website (after approved/checked by MMA staff)
- “Expire Date” - By default new ads are set to expire 180 days from date of posting. Feel free to extend or shorten the “Expire Date” to your liking.

Step 7) Send the job ad to MMA for approval (24-48 hour process, usually same day)



The screenshot displays a 'Workflow' interface for content approval. At the top, it shows 'Content approval > Current state: Draft'. Below this, there are three buttons: 'Draft', 'Approve', and 'Publish'. The 'Approve' button is currently selected. Underneath these buttons, there is a 'Request for approve' toggle switch, which is turned on (green). At the bottom of the interface, there are three main action buttons: 'Save and close' (orange), 'Save and view' (green), and 'Cancel' (grey).

Notes:

- When you are ready to post your ad make sure to check the “Request for approve” toggle (it will turn green). Clicking either the orange “Save and view” or green “Save and close” button sends the ad to MMA for approval.
- **Future Edits:** Future edits need to go through an approval process by MMA as well. Just make sure the “Request for approve” toggle is selected (green) and you save your changes otherwise we will not see your request / it will not be processed/ posted on the website.

Questions? Comments?

Feel free to contact: resourcecenter@mainemunicipal.kayako.com