**Self-Administering a County or Township Website**

Maintaining a county or township website is simpler than many might expect. Once the website is professionally built and launched, day-to-day administration requires minimal effort. Most government websites serve as static information hubs, with only occasional updates needed for new content, calendar events, or announcements.

### ****Routine Maintenance****

Modern website platforms, such as WordPress, Joomla, or proprietary government CMS solutions, provide easy-to-use dashboards for making edits. Routine tasks include:

* **Adding content** – Uploading new documents, announcements, or meeting minutes.
* **Updating calendars** – Posting upcoming board meetings, events, or deadlines.
* **Managing contact information** – Listing email addresses instead of using web forms to reduce security risks.
* **Basic security updates** – Ensuring the CMS and plugins remain up to date.

By avoiding web forms and only listing email addresses for contact purposes, municipalities can reduce the need for SSL certificates and simplify security requirements.

### ****When to Hire a Professional****

Although day-to-day website management is simple, certain technical tasks are best handled by a professional to avoid costly mistakes. These include:

* **Changing web hosts** – If performance issues or hosting costs necessitate a switch, a professional can ensure a smooth migration without downtime.
* **Registering or changing a domain name** – This is a rare need for government websites but requires DNS expertise.
* **DNS changes** – Updating domain records to point to new servers or services should be done carefully to maintain site functionality. However, for a county or township website, DNS changes should be infrequent, typically only occurring when switching hosting providers or making significant infrastructure updates.

### ****Long-Term Stability****

For county and township websites, significant changes should be rare. The structure and main content remain consistent, with updates mainly focused on keeping public information current. Because these sites do not typically undergo frequent redesigns, major technical adjustments should be infrequent.

By following a simple routine, avoiding unnecessary security complexities, and seeking professional help only when necessary, local government officials can efficiently manage their websites while ensuring stability and accessibility for their communities.