

WEBSITE MANAGER0756DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class is responsible for the creation, design, and management of websites and graphics for a large jurisdiction. The incumbent will create websites and develop content design, develop new graphics and modify existing graphics files. The website shall be managed to ensure that all information is current, accurate and accessible. The incumbent is expected to exercise independent judgment and initiative in completing duties. Work is performed under the general supervision of an administrative supervisor and is reviewed through conferences and consultations for the achievement of desired results. Supervision may be exercised over a technical and/or clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES

- Creates websites and develops content design that is visually compelling and technically efficient;
- Maintains and updates visual websites for ease of navigation and to ensure that all information is current, accurate, and accessible;
- Manages and maintains site content, coordinates all site changes, enhancements, and upgrades to modify site content and graphics;
- Administers and services individual and customer accounts;
- Confers with supervisors, officials, and subject matter experts to ascertain the nature of projects, establish content information, and required results;
- Evaluates, selects, and recommends new hardware/software, application packages, courseware, and tools for Web solutions;
- Provides cost estimates for Web projects and activities;
- Provides presentations and/or training sessions regarding site content or development;
- May supervise technical and/or clerical support staff;
- Prepares budgetary data, makes decisions on staffing, and develops the schedule for the unit;
- Keeps abreast of Internet literature, emerging trends and technologies for site integration;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of website design and creation; thorough knowledge of current literature, sources of information and technical developments in the Internet field; thorough knowledge of principles, methods, and techniques of website programming and analysis; good knowledge of HTML, Dreamweaver, Frontpage and Web browsers; good knowledge of the use and operation of microcomputers and related peripheral equipment; good knowledge of current search engines and Web management tools; good knowledge of systems analysis, as applicable to Web programming, Web servers and security policies including firewalls and proxy servers; working knowledge of Intranets and Security; skill in Web authoring; ability to create and edit various graphics including GIF and jpeg images; ability to diagnose complex technical problems and develop solutions; ability to establish satisfactory working relationships with employees, department heads, agencies and the general public; ability to understand and follow oral and written instructions; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain working relationships with staff and client personnel; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONSOPEN COMPETITIVE

Either:

- (a) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree, which includes or is supplemented by twenty four (24) credit hours of coursework in web design, management information systems, computer science, computer technology, information resource management, programming, systems analysis or related computer fields; or,
- (b) Graduation from a New York State or Regionally accredited college or university with an Associate's Degree, which includes or is supplemented by twelve (12) credit hours of coursework in

Web design, management information systems, computer science, computer technology, information resource management, programming, systems analysis or related computer fields, and two (2) years of experience in the design and maintenance of websites; or,

(c) Graduation from high school or possession of a high school equivalency diploma, and four (4) years of experience in the design and maintenance of websites; or,

(d) An equivalent combination of training and experience, as defined by the limits of (a), (b) and (c).

NOTE: Master CIW (Certified Internet Webmaster) Administrator certification, accredited by the Association of Internet Professionals (AIP), may be substituted for three (3) years of the noted experience.

Coursework in the use of specific programs such as WORD, EXCEL, or ACCESS and data entry will not be credited

1/29/01

SUFFOLK COUNTY

Competitive

Review12/12/06