

Civil Division: Oneida County Government; BOCES; Towns
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 09/13/06

WEBMASTER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the creation and management of Web site pages and graphics. The incumbent should be self-directed and possess solid organizational skills, along with knowledge of project management, software development, graphic design and network configurations. An individual in this position must keep current with world-wide trends, and recommend appropriate implementations of new technologies and database management techniques. As a team player, the incumbent must demonstrate interpersonal, creative and visionary skills. The work is performed under the general direction of a higher level supervisor. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Designs, creates, implements, manipulates and integrates Web site pages and graphics that are visually compelling and technically efficient;
Meets with customers to determine their Web site needs and analyzes requests;
Provides cost estimates for Web activities;
Coordinates Web project timelines, and reviews project schedules with team leader and school district personnel to ensure timeframes are appropriate and can be met;
Evaluates and recommends new hardware/software, in conjunction with the administration of Internet and Intranet Web solutions;
Oversees and coordinates technical issues involving back-end databases;
Provides training to other staff and/or district personnel;
Confers with superiors and officials to ascertain the nature of projects, the form of source information and required results.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the use and operation of micro-computers and related peripheral equipment; good knowledge of systems analysis, as applicable to Web programming; working knowledge of Web programming language for site design; working knowledge of web server architecture; working knowledge of HTML and Web utilities (i.e. Web browsers, FTP, audio); working knowledge of Novell networks, UNIX, NT, TCP/IP, Domain Names, Intranets and Security; skill in Web authoring; strong analytical and diagnostic skills; ability to understand and follow oral and written instructions; ability to establish and maintain working relationships with staff personnel; creativity.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree, including or supplemented by twelve (12) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an Associate Degree, including or supplemented by six (6) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field, **AND** two (2) years of experience in the authoring of Web site pages (i.e. designing, creating, implementing, manipulating and integrating Web site pages and graphics); **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as outlined in (B) above.

NOTE: Verifiable part-time and/or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/06/98
Revised: 05/07/98, 04/17/02, 09/13/06