

## **WEBMASTER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the creation and management of Website pages and graphics for Broome County Government. The incumbent should be self-directed and possess solid organizational skills, along with a 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. Work is performed under the general direction of the Director of Information Technology and direct supervision of the Assistant Director. Supervision may be a responsibility of this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Designs, creates, implements, manipulates and integrates Website pages and graphics that are visually compelling, and technically efficient;

Meets with customers to determine their Website needs and analyzes requests;

Provides cost estimates of Web activities;

Coordinates Web project timelines, and reviews project schedules with team leader and department personnel to ensure timeframes are appropriate and can be met;

Responds to technical issues of server architecture, mirroring, security, statistics reporting, site administration, and infrastructure issues;

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;

Confers with supervisors 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 Java, Javascript, C++, Perl, Unix, CGI scripts, search engines and Web management tools;

Good knowledge of systems analysis, applicable to Web programming;  
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 RIC staff and client school district personnel;  
Creativity;

**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 AND one (1) year of experience in the authoring of Website pages (i.e. designing, creating, implementing, manipulating and integrating Website pages and graphics; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's 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 three (3) years of experience as outlined in A) above; OR
- C) Graduation from high school or possession of a high school equivalency diploma AND five (5) years of experience as outlined in A) above; OR
- D) An equivalent combination of training and experience, as defined by the limits of A), B), and C) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.