

WEB MASTER Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from a regionally accredited or New York State registered four year college or university with a Masters degree in computer science, computer information systems, electrical technologies, Business Administration or a closely related field And one year full time paid (or the equivalent part-time and/or volunteer) experience working with a variety of microcomputer hardware and software in a network setting which must have included web site administration, development, maintenance, or project management, or

(B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in computer science, computer information systems, electrical technologies, business administration or a closely related field **AND** two years full-time paid (or the equivalent part-time and/or volunteer) experience working with a variety of microcomputer hardware and software in a network setting, one year of which must have been in web site administration, development, maintenance, or project management.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT: Applicants must possess of a valid New York State motor vehicle operators license or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical support and application programmer/analyst/web design position focused on setup and maintaining a network resident website. This position will focus on District and user needs. The position also requires following ongoing tasks: database customization, Web page custom link development, password setup and maintenance, online registration development & maintenance, department liaison to the BOCES campus, Web page content monitoring and management of personal data upload and down load activities. The incumbent performs these duties under the general supervision of the Director of Technology Services and District Team Leads. Wide latitude is allowed for the exercise of independent judgment. Although supervision of others is not a primary function of this position, the incumbent may be called upon to supervise work projects. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

Defines and researches problems in terms of logical relationships, system constraints, compatibility requirements, basic objectives, related manual processes, space, impact on resources, etc.;

Tests and modifies new website software during parallel operation with current system to assure reliability;

Develops and documents operational procedures;

Communicates with vendors and other technical support personnel to aid in the solution of problems regarding website;

Performs research related to computer equipment/software, specifications and cost information for budgetary analysis and planning;

Provides Help Desk support for website;

Web development

Continue development of current district websites

Add new areas of functionality to sites

Interactive, database-driven divisional news postings

Rich media, both streaming AV and Flash interactivity for content instruction

User liaison

Work with Technology Services staff and campus stake-holders to (re-)formulate acceptable use policy and codify standard practices and procedures

Meet with user groups to establish website technology support

Technology services representation

Attend meetings as requested to represent districts and services

Initiate contact with staff and administration of component schools

Coordinate shared network services

Establish and codify new practices and procedures for new website services

Training and usability

Train users of current and newly acquired website services

Train content providers in use of new website interface

Create documentation and web support for website services

Evaluate usability of above and create suggestions for improvement and enhancement

Vendor contact and support

Receive queries from and initiate contact with software vendors

Develop usability requirements for and request quotes from vendors

Meet with vendor representatives

Attend product demonstrations

Receive vendor-sponsored training and serve as turnkey trainer

Remote Repair

Web Site Development

Planning, developing, securing and implementing web sites

Developing strategies to utilize e-commerce and securing exchanges of monies

Integrating data bases into web sites

Monitoring maintenance contracts

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Designs, maintains, and updates websites;

Good technical knowledge of Web Publishing, Spreadsheet, and word processing;

Good knowledge of programming techniques and concepts, database, spreadsheet, word processing, and related web development languages;

Good technical knowledge of transferring data between processes;

Good technical ability and knowledge of changing technology;

Good Ability to learn new web development tools;

Good Ability to establish and maintain effective working relationships.

Good Ability to communicate effectively both orally and in writing;

Good Ability to work as a team member;

Good judgment;

The employee's physical condition shall be commensurate with the demands of the position