WEB TECHNICIAN

AGENCY/DEPARTMENT:
Administrative Services/Information Technology

Approved By HR Director: Linda Matthews
Date Approved: 07/11/2005
Date of Last Revision: 09/15/2004

Reports to: IT Applications Manager
Supervises: N/A

JOB SUMMARY: Under general supervision, provides web design services in the development of web pages, interfaces, and updates; writes HTML code; liaisons with users; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Organizes and arranges the manner in which web data is displayed to increase user functionality.
2. Monitors, adjusts, reviews, and troubleshoots automated and manual updates to the web.
3. Confers with users regarding requirements for web publication.
4. Writes HTML scripting or related programming.
5. Writes web-based, dynamic, and automated reports.
6. Performs routine daily web updates.
7. Performs periodic major and minor updates of online text, phone, forms, video, agenda, minutes, links and other information.
8. Assists staff with content management system and other training needs.
9. Tracks and reports web usage.
10. Identifies, reviews, and recommends improvements.
11. Coordinates web content development with departments.
12. Reviews and proofs web content.
13. Monitors web interface for ease of use and optimized performance.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: One year of website development, including graphic art design for the web.

KNOWLEDGE OF:
 - Principles, practices, and techniques of web-based computer systems including application programming, imaging, document editing, database design and Internet protocol.
 - Coldfusion, Word, Excel, and other web design related software.
 - Web usability principles and media communication dissemination techniques.
 - Relevant computer hardware.
 - Modern office practices, procedures, equipment, and standard clerical techniques.

ABILITY TO:

> Proficiently use HTML, Javascript, DreamWeaver, FireWorks, Flash, Photoshop or similar graphics editing software.
> Work independently and in a team environment.
> Plan, organize, schedule, and complete projects and tasks within assigned timelines.
> Prepare and review forms, documents, reports, and related materials, presenting information effectively.
> Identify problems, review related information, and propose solutions.
> Train and assist users.
> Communicate effectively on both technical and non-technical levels with co-workers, supervisors, management, the public, and other department representatives, both orally and in writing.

LICENSES:

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

> Associate degree with coursework in information technology or related field.
> Experience in supporting websites and Intranet sites for a large organization.

FLSA Exemption Status: Non-exempt
Employee Unit: #1, Confidential
DOT Program Participant: No
Job Family: Information Technology
Class Progression: Web Technician
                              Information Technician Specialist
                              Senior Information Technician Specialist
                              Systems Analyst
                              Senior Systems Analyst
Date Class Established: July 11, 2004