

WEBSITE SPECIALIST

Department: Supervisor
Classification: Competitive
Specification Number: 1035
Approved: 3/8/24
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a New York State or Regionally accredited college or university with an Associate's Degree, which includes At least fifteen (15) credit hours of coursework in Web design, management information systems, computer science, computer technology, programming, systems analysis or a related computer field; or,
- b) Graduation from high school or possession of a high school equivalency diploma, and two (2) years of experience in the design and maintenance of websites.

****Coursework in computer technology from a non-degree-granting computer training institution may be accepted based upon credit hour equivalence.**

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is involved in the creation, maintenance, and expansion of websites and graphics and in the development of web applications, including new graphics. Work is performed under the general supervision of the Chief of Staff and is reviewed through conferences and meetings. Does related work as required.

TYPICAL WORK ACTIVITIES

- Develops internet applications that are 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;
- Converts hardcopy documents into website content for use on web pages;
- Maintains consistency of agency design concepts and objectives on website;
- Provides presentations and training sessions regarding site content or development;
- Liaison with technical support personnel in reference to website projects;
- Makes recommendations for the purchase of new software application, courseware, and tools for Web solutions.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Excellent knowledge of website design and creation; good knowledge of current literature, sources of information and technical developments in the internet field; good knowledge of principles, methods, and techniques of website programming and analysis; good knowledge of the use and operation of microcomputers and related peripheral equipment; good knowledge of current search engines and Web management tools; some knowledge of systems analysis, as applicable to Web programming, Web servers and security policies including firewalls and proxy servers; skill in Web authoring; ability to create and edit various graphics; ability to diagnose technical problems and develop solutions; ability to establish satisfactory working relationships with employees and department heads, agencies; ability to understand and follow oral and written instructions; ability to establish and maintain working relationships with staff; physical condition commensurate with the demands of the position.