

## **PROJECT LEADER (WEBMASTER)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important supervisory position with overall responsibility for planning and directing the County's Internet and Intranet Websites. Assignments range from responsibility for major website design, development and enhancements to the responsibility for coordinating content with the County Executive's Office and all County departments. This Project Leader position is also responsible for coordinating website-related shared services with municipalities. The Project Leader-Webmaster is expected to perform technical and creative functions in the management of a well-organized, integrated, user-friendly and visually appealing Websites. This position is different from a general Project Leader in that it specializes in the development, management and maintenance of County Websites and related applications. Work is performed under general direction of a higher level management employee. Supervision is exercised over subordinates.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Coordinates all activities for the County's Internet and Intranet Websites;
2. Develops Website strategies and plans based on general direction from upper management;
3. Researches, evaluates and recommends Website products, features and functions;
4. Prepares project plans and schedules, including requirements, tasks, work assignments and resources;
5. Provides Graphic Design for the Websites;
6. Develops, installs, tests and debugs the Websites
7. Assures the accuracy, performance and stability of the Websites;
8. Coordinates Website projects with other IT staff and other County departments;
9. Coordinates Website-related shared services with municipalities;
10. Provides training to staff in other departments;
11. Supervises project team staff;
12. Provides technical guidance and assistance to project staff;
13. Reports project progress, problems and output to management and users;
14. Assures cost effectiveness and quality of projects undertaken and their implementation.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of web design, development and implementation sufficient to oversee a fully integrated and interactive web site covering a wide variety of County government applications;

Ability to manage and coordinate multiple projects with staff, user departments and agencies;

Ability to analyze, evaluate and adapt new software and technologies into current and future applications;

Ability to develop a professional looking, user friendly concept and to fully implement such designs;

Ability to identify, analyze, research and develop and implement solutions for complex problems;

Ability to exercise independent initiative and good judgment;

Ability to establish and maintain effective working relationships with staff, county employees, representatives of outside agencies and vendors;

Ability to supervise and evaluate the work of others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

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### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or a closely related field and six (6) years of current\* full-time work experience of website development using a range of tools such as HTML, JavaScript, Java, ASP, XML, SQL, etc., two (2) years of which was at a "full" Webmaster level with responsibility for a large enterprise-level, public facing, multi-department or multi-agency Website (must incorporate at least five (5) agencies or departments and consist of 100 web pages or more) or has designed, developed and managed ten (10) or more different public facing websites for government agencies, schools or businesses. This must include overall responsibility for all aspects of the websites including design, development, coordination and management.

\*Recent work experience is defined as work occurring within the ten (10) years immediately prior to the date of application.

Part-time work experience is not acceptable.

NOTE: Training in Computer Science or a closely related field beyond the Associate's level may be substituted for required work experience up to 2 years of the general website development contained above, but not for the 2 years of experience as a Webmaster.

### **SPECIAL REQUIREMENT:**

Possession of a New York State Driver License at time of appointment and to maintain position.

ADOPTED: 01/01/2014