

INTERNET WEBMASTER

PURPOSE AND NATURE OF WORK

Position is responsible for developing and maintaining the centralized Internet and Intranet websites for all departments of the Lafayette Consolidated Government. The incumbent ensures the compliance of the enterprise-wide website and for the look and feel of LCG's portal. Position works under general supervision of the Chief Information Officer and has supervisory responsibility for a small technical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Leads and participates in the development and maintenance of the Lafayette Consolidated Government enterprise Internet and Intranet websites for all departments. Improves the efficiency and look and feel of the site. Develops and maintains a strategic plan for Internet presence based on management priorities, policy directions, and goals. Works closely with departmental representatives on their web needs. Keeps up-to-date on modern web technologies. Ensures user accessibility to the site. Performs backups to the site on a regular basis to avoid loss of data. Monitors site traffic and scales site to meet traffic demands and performance. Keeps information accurate and current as it becomes available. Manages links with other departmental sites, ensuring that links are up-to-date and content appropriate. Updates information in pages and databases so that content is kept current. Checks bugs and problems, diagnoses and solves problems with them.

Produces a consistent visual image of the site by promoting uniform fonts, formatting, icons, images, layout techniques, and modularization, including maintenance of templates and image archives. Determines appropriate compression techniques, resolutions, sizes, color maps, and depths to ensure that images are delivered to the viewer at sufficiently high speeds and quality. Oversees budget for web development.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of relevant programming languages, networks, and Information Technology architecture.

Considerable knowledge of computer operating systems and hardware.

Knowledge of internet and intranet security procedures.

Ability to communicate effectively, orally and in writing, with superiors and others.

Ability to allocate resources effectively.

Ability to troubleshoot.

Ability to adapt quickly to a technically changing environment.

Ability to establish productive working relationships with LCG departmental representatives, employees, managers, elected officials, consultants, and general public.

DESIRABLE TRAINING AND EXPERIENCE

A Bachelor's degree in computer science, business statistics, information systems or closely related field and significant prior professional experience in the design and development of effective websites; or an equivalent combination of training and experience.