WEBMASTER

Purpose:

To actively support and uphold the City's stated mission and values. To perform complex and highly technical work in the design, programming, testing, installation and maintenance of web based technology in a client/server environment.

Supervision Received and Exercised:

Receives direction from the Information Technology Director or from other management staff.

May exercise functional and technical supervision over professional and technical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Monitor the health of the web server(s) and maintain them as needed.
- Assist staff in the use of available publishing tools and automated systems.
- Develop systems designed for the web environment from conception and design to implementation phase; prepare flow charts and other documentation for programs; maintain assigned projects and systems.
- Develop modifications or enhancements to existing web based programs to meet customer needs or system design changes.
- Evaluate operations and recommend improvements and modifications; write and modify web based applications.

- Consult with various departments and divisions to coordinate Internet activities and to identify needs; write web based systems for their use.

- Maintain the City's Internet and Intranet web sites; secure and manage public access.

- Assist with user implementation of web based applications; provide customer training as needed.

- Participate in complex web design projects and feasibility studies; assist in solving the most difficult web application problems.

- Prepare various reports on Internet projects including progress and/or status.

- Assist in preparing technical specifications for bids and purchase requests.

- Attend meetings and conferences including training seminars and professional meetings; monitor and review new software and hardware products for Internet technology.

- Operate a computer and related equipment as required.

- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of three years of responsible programming experience including some experience developing systems using client/server technology; one year of the experience must have been in web based programming.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science and/or a related field or work equivalent.

Licenses/Certifications:

None

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 409

FLSA: Exempt