

**WEB EDITOR
WEB MASTER**

CODES/PAY RANGE

Class Code: 2032	EEO Code: C	Pay Range: 114
Class Code: 2034	EEO Code: C	Pay Range: 117

MAJOR FUNCTION

Progressively responsible, technical work designing, administering, and editing the County's Internet website.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Web Editor

Implements, designs and develops the County's internet website. Performs graphic manipulation and compression for the website to ensure the site is user friendly. Designs and edits graphics and photos for use on the website. Integrates approved content onto site as directed.

Web Master

Responsible for implementation, design, development, analysis and support of the County Internet websites using specialized software. Performs graphic format manipulation and compression for the County Internet websites to ensure that graphic content is user friendly. Designs and edits graphics and photos for use on the websites and in other various projects. Works closely with County departments to discuss website needs. Integrates approved content onto site. Works closely with the County's external website provider and the County's Information Technology Division.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the World Wide Web. Knowledge of computer design, computer software applications as they relate to the website. Knowledge of current design/graphic trends on the Internet. Technical knowledge of related software and website. Extensive knowledge of HTML, JavaScript and other specialized software.

Ability to create artistic designs. Ability to complete multiple tasks with minimal supervision and/or direction. Ability to meet time-sensitive deadlines. Ability to communicate effectively in writing and orally within the organization and community. Ability to supervise support personnel.

MINIMUM QUALIFICATIONS

Web Editor

Graduation from high school or possession of a GED and one (1) year of experience in web design or similar experience.

Web Master

Graduation from high school or possession of a GED and three (3) years of experience in web design or similar experience.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS:

Mental Demands: Ability to read, speak and write. Ability to understand technical computer programming language. Ability to understand pamphlets, brochures, media materials to use on web. Ability to understand and use a variety of software.

Physical Demands: Sedentary work. Ability to see, talk, hear, finger dexterity. Ability to distinguish shades of colors

Environmental Demands: Inside work.

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