WEBMASTER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee level position that involves learning to create and manage Website pages and graphics for Broome County Government. The incumbent should be self-directed and possess solid organizational skills, with an ability to learn a knowledge of project management, software development, graphic design and network configurations. An individual in this position must keep current with world-wide trends, and recommend appropriate implementations of new technologies and database management techniques. As a team player, the incumbent must demonstrate interpersonal creative and visionary skills. Work is performed under the general direction of the Director of Information Technology and direct supervision of the Assistant Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Learns to:
Design, create, implement, manipulate and integrate Website pages and graphics that are visually compelling, and technically efficient;
Meet with customers to determine their Website needs and analyzes requests;
Provide cost estimates of Web activities;
Coordinate Web project timelines, and review project schedules with team leader and department personnel to ensure timeframes are appropriate and can be met;
Respond to technical issues of server architecture, mirroring, security, statistics reporting, site administration, and infrastructure issues;
Evaluate and recommend new hardware/software, in conjunction with the administration of Internet and Intranet Web solutions;
Oversee and coordinates technical issues involving back-end databases;
Confer with supervisors and officials to ascertain the nature of projects, the form of source information and required results.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the use and operation of micro-computers and related peripheral equipment;
Working knowledge of Java, Javascript, C++, Perl, Unix, CCI scripts, search engines and Web management tools;
Working knowledge of systems analysis, applicable to Web programming;

Working knowledge of HTML and Web utilities (i.e. Web browsers, FTP, Audio);
Ability to learn Novell networks, UNIX.NT, TCP/IP, Domain Names, Intranets and Security;
Ability to learn Web authoring;
Ability to get along with others;
Ability to understand and follow oral and written instructions;
Ability to establish and maintain working relationships with RIC staff and client school district personnel;
Strong analytical and diagnostic skills;
Creativity;

MINIMUM QUALIFICATIONS: Either

A)   Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher, including or supplemented by six (6) semester credit hours in computer science, computer technology computer repair, or a closely related field, **AND** one (1) year of electronic computer programming experience (in a computer language on a micro, mini, or mainframe computer) or (1) year experience maintaining or installing computer hardware; OR

B)   Graduation from high school or possession of a high school equivalency diploma AND three (3) years experience as indicated in A; OR

C)   An equivalent combination of training and experience, as defined by the limits of A),and B), above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

NOTE: This is a trainee position in the competitive class. Appointment following examination is for a one year term during which time the incumbent learns the basics of the Webmaster position.   Training is on-the-job but may require academic assignment. Promotion upon successful completion of the training period may be made without further examination to Webmaster.

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