

**Lane Council of Governments
Job Classification**

Job Title:	Webmaster	FLSA Status:	Exempt
Division:	Local Government Services	Range:	21
Reports To:	Program Manager	Last Revised:	October 2006

General Statement of Duties

Plans, develops, tests, maintains, documents, and updates the layout and content of the web site using internet, graphics, and layout software programs to control the content and appearance of the web site.

Supervision Received

Work is performed under applicable policies, guidelines and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Moderate responsibility for financial and human resources. Includes final decisions or recommendations regarding correct use of resources with only general check for reasonableness of actions. Decisions made within policy guidelines.

Essential Job Functions

Analyzes and develops specifications, determines feasibility, cost and time required, compatibility with current system, and computer capabilities required for web site.

Designs and creates web site graphics and computer displays to accomplish the goals of LCOG's web site.

Formulates plans and determines steps required to develop and maintain the web site.

Converts project specifications into detailed instructions applying knowledge of computer programming and languages, graphics and layout.

Analyzes, reviews, and recommends alterations to the web site to increase effectiveness and adapt to new requirements.

Writes documentation to describe web site program procedures development and maintenance.

Assists in solving operating problems with the web site.

Other Job Functions

Provides back-up support to other graphic production positions in case of absence or work overload.

May provide guidance, assistance, and training to information services and production staff.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of computers and related equipment.

Knowledge, Skills, and Abilities

Considerable knowledge of computer programming using a variety of languages and structured programming methods.

Considerable knowledge of graphics design and layout techniques.

Considerable knowledge of hardware capabilities and a wide variety of internet, graphics and layout software applications, including the use of micro computers and linked systems.

Ability to communicate effectively with other employees using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to ascertain staff and user needs.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to estimate time required for projects.

Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees, vendors and representatives of other agencies.

Ability to physically perform assigned duties.

Education and Experience

Bachelor's degree in graphic arts or related field and three years progressively responsible experience in analyzing, developing, and maintaining web sites, including two years of computer programming experience; or any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

Licenses, Certificates, and Other Requirements

None.