City of Inglewood Job Description
Class Code: 864

WEBMASTER

DEFINITION

Under close supervision, creates, maintains and updates the City website and intranet.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Collects, creates and implements web content requirements from City departments to provide communication of city services and information to citizens, businesses and City staff via the internet or intranet; reviews, analyzes, and recommends enhancements and modifications to website; develops and/or modifies existing WebPages/website content; supports the development of web based content management system; attends meetings to discuss and develop the content of the web pages.

Troubleshoots, resolves and repairs problems on internet and intranet sites; consults with users to identify concerns and implement changes to improve service; responds to inquiries regarding internet or intranet concerns or questions by City staff, citizens and businesses.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of the Internet and web tools

Knowledgeable of computer graphic design techniques

Knowledgeable of server and web applications

Skilled in working with conflicting deadlines to complete projects

Skilled in operating personal computer hardware and software packages

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining effective working relationships

Ability to effectively communicate verbally and in writing in English with all levels of staff and public

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent walking and bending. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors Degree in Information Technology or Certification in Web Design and Maintenance **AND** five (5) years experience developing and maintaining complex Internet websites **OR** an equivalent combination of education and experience.

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