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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : WEBMASTER
Code: 030045 BMF
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Competitive

GENERAL STATEMENT OF DUTIES

Plans, develops, and maintains Web sites, and reviews the graphic and editorial content for consistency and conformance to the agency's communications goals; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are highly technical, requiring strong project management and interpersonal skills, as well as a good knowledge of software development, graphic design, and network configurations. The work requires the use of considerable independent judgment.

TYPICAL DUTIES

- * 1. Creates and designs Web sites and their content.
- * 2. Maintains and updates site content.
- * 3. Maintains graphic and editorial consistency.
- * 4. Designs and develops interfaces from Web pages to internal and external software systems and databases.
- * 5. Meets with prospective users to determine their Web site needs, and analyzes their requests.
- * 6. Provides cost estimates for Web site projects and activities.
- * 7. Participates in the research and analysis of new Internet/Intranet products and services, and makes recommendations based thereon.
- * 8. Monitors Web site performance, utilization, and effectiveness, and produces measurement statistics of the results.
- 9. Analyzes throughput and bandwidth restriction issues, and applies load balancing and file optimization techniques to rectify known problems.
- * 10. Assures Web services are secure and always available, and that adequate fault tolerance is provided.
- * 11. Converts raw material into Hypertext Markup Language (HTML) format for display on the Web site.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of Web server platforms, and Web management tools.
2. Considerable knowledge of systems analysis applicable to Web programming, Web servers, and security policies, including firewalls and proxy servers.
3. Considerable knowledge of HTML, Front Page, Javascript, C++, CGI scripts, and various Web and network analysis utilities.
4. Knowledge of Unix, NT, TCP/IP, domain names, and Intranets.
5. Ability to utilize Web development software.

6. Ability to develop Web site design strategies.
7. Ability to express oneself effectively, both orally and in writing.
8. Ability to diagnose, analyze, and resolve Web related problems.
9. Ability to create and edit various graphics, including GIF and JPG images.
10. Ability to establish and maintain working relationships with associates and client school district personnel.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university with a major in a computer field
and

One year of satisfactory experience designing and maintaining Web sites.

- NOTE:**
1. Experience, as outlined above, in excess of the one-year requirement, may be substituted for college education on a year-for-year basis (thirty credits equal one year).
 2. Proof of successful completion of a minimum of 300 hours of a program of instruction in a computer field at a commercial school registered by the New York State Department of Education, or an out-of-state branch of that school, may substitute for the major in a computer field

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