

WEBSITE ENTRY SPECIALISTDEFINITION

Under general supervision, performs a combination of moderately complex internet/intranet entry/editing and internal customer service functions.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Enters and edits a wide variety of information and graphics to update and maintain the city websites. Compiles, checks, prints, copies and distributes various statistical reports, both routine and in response to special requests. Assists web developers within the city by troubleshooting questions/problems, which may arise with regard to city web standards and applications. Assists city staff in person or by telephone by furnishing information, explaining and interpreting established policies, procedures or regulations, receiving and resolving or referring complaints. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the first level classification in the Web Development series. This class differs from the Web Systems Technician class in that the later class has a greater responsibility in the maintenance of the City's internet and intranet sites.

RECOMMENDED MINIMUM QUALIFICATIONS

Experience and education equivalent to graduation from high school and one year of website entry/editing; or any equivalent combination of education, training, and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: website practices, procedures, equipment and design techniques; web editing and support software such as Dreamweaver MX, Fireworks MX, Photoshop 7, Illustrator 10, Acrobat 5 and Access/SQL.

Skill in: the operation, structure and creation of internet/intranet websites

Ability to: create and modify internet/intranet websites using modern web editing software; understand and carry out moderately complex oral and written instructions; perform assignments without close supervision; learn, interpret and explain specific regulations, policies and procedures; maintain moderately complex or confidential records; use correct grammar and spelling; work effectively with the public in situations requiring tact and poise; work effectively with other employees.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful incumbent is detail oriented and very attentive to the accuracy of information. This highly motivated self-starter works without close supervision, exercising independent judgment based on knowledge gained through experience. In addition, this person has the ability to deal effectively with a wide variety of people on a consistent basis, including coworkers, employees from other agencies, and the general public.

Class title established per Council Resolution No. 2004-062,
effective 8-01-04

Class specification prepared and approved: 8/04

Reviewed: 08/08

ADA Approved: 08/08