



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JANUARY 18, 2008

CLOSING DATE: FEBRUARY 1, 2008

TITLE: WEBMASTER

BARGAINING UNIT: NON-BARGAINING

DEPARTMENT: FINANCE-GENERAL ACCOUNTING

GRADE: P-II

ENTRY RATE: \$15.09/HOUR, \$29,426/YEAR **HOURS PER WEEK:** 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 112A, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

A four year degree in Computer Science or related field. Significant knowledge of HTML and XHTML theory and implementation. Minimum of two (2) years experience in website design and development supporting applications to HTML, DHTML, JavaScript (or VBscript), ASP.Net, CSS, or other related technologies such as XML, or an equivalent combination of education and experience. Knowledge of SQL Server Databases required, such as SQL Server DTS or SQL Server 2005 Integration Services (SSIS).

DEFINITION OF CLASS:

This position develops, updates, and manages the operation of the County's website, and oversees the operation and functionality of the website databases.

DUTIES & RESPONSIBILITIES:

The County of Erie is looking for a creative individual to revamp the existing County website. This includes writing new and editing existing content, designing the overall layout of the web pages, and adding relevant graphics. The webmaster must work closely with all County departments to revise the departments' web pages, and provide a smooth transition in linking County pages that are not currently on the website. The individual must update and oversee nightly transfers of data from County databases.

Once a major modification is complete, the Webmaster will be responsible for the following tasks:

- Daily review of the current County website;
- Content and design revisions;
- Posting community highlights;

- Preparing a long-term plan for web site development and presence, including standards and guidelines for content;
- Liaise with systems experts on hardware and software issues that affect the Web site and its availability;
- Ensure a consistent look and feel throughout the Web site by promoting uniform fonts, formatting, icons, images, and layout, and creating appropriate templates to assist content authors;
- Find, diagnose, and fix Web site problems, including broken links (both internal and external), typographical errors, formatting inconsistencies, and database issues;
- Manage the acquisition and ongoing maintenance of the organization's domain names with the appropriate registrars;
- Assess and itemize costs for Web site enhancements and modifications;
- Set and enforce compatibility and interoperability standards that ensure site accessibility for users with older browser versions as well as low-speed connections;
- Monitor, analyze, and report on Web site traffic; and
- Assist in troubleshooting issues with County employees and the Public.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge in the following areas:
 - Microsoft Office
 - SQL Server Databases SQL Server 2005, Oracle, Informix, MSAccess
 - Search Engine Optimization (SEO)
 - Windows Server 2003, Windows XP
 - Photoshop, Illustrator and Flash, Fireworks
- Excellent verbal and writing skills.
- Ability to create graphical interface features
- Must be able work well with others.
- Sensitivity to browser compatibility issues.
- Ability to conduct research into emerging Web technologies and programming languages.
- Working knowledge of Web authoring, development, and publishing tools.
- Hardware and networking knowledge a plus.