



## **Title: Webmaster**

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Public Information Director.

Exercises direct supervision over up to 1 employee; Web Developer / Designer.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

**JOB SUMMARY**

The purpose of this position is to manage all aspects of City Internet / Intranet / Extranet websites and web servers. Plans, lays out, supervises and reviews the work of the web services group supporting the City's websites and applications; participates in the development of City website content and design; acts as a resource for department and citywide information on web-related services; manages web-related applications such as CMS 400 and Webtrends. Provides backup support to Web Services Group member duties. Provides technical support on Internet / Intranet applications for City employees and citizens and serves as a 24-hour, on-call resource on Internet / Intranet website problems.

**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.



# City of Peoria

## HUMAN RESOURCES

2	Manages the day-to-day activities of the Web Services Group. Participates in the department, operational, and strategic planning meetings. Manages Web Services' projects; assigns staff as needed, to assure timely completion.
3	Monitors, updates, and maintains City web servers; develops and tests servers and associated hardware and software to meet performance measures.
4	Monitors, updates and maintains City websites. Meets with department representatives to ascertain website needs. Develops content and applications as needed or requested by City departments. Researches new technologies to meet the needs of City departments. Creates complex websites, webpages, graphics, and scripted database-driven applications. Provides backup for Web Developer / Designer in day-to-day updating of websites.
5	Provides documentation and performance results for websites, associated applications, and their security. Monitors and remedies security issues. Provides statistics and analysis of website traffic. Participates in IT Security Committee.
6	Analyzes and troubleshoots security issues for web applications on Internet and Network. Manages and maintains Web Reporting server. Analyzes server logs for traffic on website. Prepares reports on traffic and usage for departments. Manages and maintains List Server. Analyzes server logs for spam and security issues. Creates and manages lists for departments and divisions.
7	Directs development of programs and systems for users and staff. Directs training and management of department web authors. Directs training and support for City employees on Internet usage. Writes and manages Web Project schedules and tasks to facilitate the implementation of web-based applications. Analyzes department requirements for Internet / Intranet. Develops and recommends cost effective technical system improvements. Provides staff assistance to other City departments, meeting with managers regarding ongoing or



planned projects.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b>					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, pad computers, printers, scanners, copy / fax machine, smart phones and related software.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.