MANAGER OF WEB DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer, the incumbent of this class is responsible for the oversight, development, implementation, and coordination of internet/intranet sites and applications for all county departments. The incumbent provides technical advice and recommendations to management, participates in information technology planning in the areas of internet, intranet and work flow applications, develops and enforces relevant standards and policies regarding the use of internet or intranet applications and web site development, and monitors site performance and availability, capacity, utilization, and security. The incumbent keeps current with new trends and recommends appropriate implementation of new Internet/intranet-based technologies. Supervision is exercised over subordinate technical staff. Does related work as required.
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EXAMPLES OF WORK: (Illustrative only)

Administers internet/intranet sites including security, user access, configuration, structure and performance;

Analyzes, designs, develops, and supports web-based applications for both internet and intranet environments, to include needs assessment, programming, testing/acceptance, training, and on-going support;

Oversees the technical/software elements of all departmental websites;

Develops software for and directs the development of computer programs operating on the Internet/Intranet;

Develops internet/intranet pages, sites and applications using a variety of software;

Implements, manipulates and integrates Website pages and graphics that are technically efficient;

Meets with county departments and agencies to assist in developing plans for use of the internet/intranet to meet their needs;

Provides cost estimates of Web activities;

Coordinates Web project timelines, and reviews project schedules with team leader and department personnel to ensure timeframes are appropriate and can be met;

Prioritizes and assigns projects and tasks, monitors work-in-progress, and reviews the finished web products;

Responds to technical issues of server architecture, mirroring, security, site administration, and infrastructure issues;

Prepares and maintains reports, access and performance statistics using site analysis tools;

EXAMPLES OF WORK: (Illustrative only)(Con't)

Researches and evaluates new internet-related technologies to determine applicability to county-wide initiatives and projects and the administration of internet and intranet web solutions;

Analyzes the plausibility of integrating internet technology with existing or new enterprise applications, databases, client/server systems, and other platforms;

Oversees and coordinates technical issues involving back-end databases;

Confers with supervisors and officials to ascertain the nature of projects, the form of source information and required results.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of HTML, Java, Javascript, ASP, and SQL, as well as Web utilities and tools; thorough knowledge of internet/intranet technology including all relevant hardware and software; thorough knowledge of web application design and security; thorough knowledge of web server administration; good knowledge of the use and operation of computers and related peripheral equipment; good knowledge of search engines and Web management tools; good knowledge of systems analysis applicable to Web programming; skill in development and authoring of web pages; skill in project management, software development and network configuration; strong analytical and diagnostic skills; ability to plan, organize, coordinate and evaluate the work of technical staff; ability to understand and follow oral and written instructions; ability to write comprehensible user system documentation; ability to establish and maintain working relationships with staff and clients; creativity; initiative; organizational skills; vision; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) a Bachelor's Degree* including or supplemented by twelve (12) semester credit hours in the field of computer science, computer technology, data processing or a closely related field, and five years of experience (pre- or post-degree) in server administration, which included or was supplemented by two years of experience authoring Website pages (i.e. designing, creating, implementing, manipulating and integrating Website pages and graphics); or (b) an Associate's Degree*, including or supplemented by six (6) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field and seven years of experience as outlined in (a) above, including the two years of specialized experience; or (c) an equivalent combination of training and experience, as defined by the limits of (a) through (c).

*SPECIAL REQUIREMENT: Education from beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.