

## **CLASS TITLE: ENTERPRISE WEBMASTER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction responsible for planning, implementing and supporting a city-wide intranet/internet system and administrative tasks involving technical analysis, evaluation, design, maintenance, support, training and performance monitoring of new or modified file server and micro-computer based applications, various network operating systems and other related assigned duties.

### **ESSENTIAL TASKS:**

- Plans, designs and supports City intranet/internet sites, improves and reviews for artistic design and writes content articles
- Builds user interface applications and back-end databases using various programming and scripting languages
- Maintains Content Management System
- Plans, implements and supports enhancements to the City of Tulsa E-mail System
- Advises management on appropriate policies for intranet and internet use by City staff and ensures compliance
- Works with users on specific projects and develops or selects appropriate system software
- Provides PC, Macintosh, UNIX and network support for users with various applications and system interfaces
- Performs project management duties in systems organization, modification and user training related to the City intranet/internet
- Analyzes technical responsibilities of users to assure effective data systems support for operational information
- Conducts studies and assists in defining departmental information technology needs and capabilities
- Directs or completes system goal performance reviews to ensure proper functioning
- Acts as liaison with various vendors and computer service representatives
- Installs, fine tunes, diagnoses and troubleshoots various Network-Operating Systems (NOS) to include multi-user microcomputer systems
- Provides instructions and written procedures as appropriate to City LAN administrators and users
- Acts as liaison to the Mayor's communications/marketing branch, communicating/coordinating with Mayor's marketing team
- Maintains and expands dynamic mapping system
- Maintains web servers, application firewalls and Microsoft SQL Servers
- Reports/analyzes website traffic
- Acts as Web Services Manager as needed
- Participates in budget preparation
- Consults with user departments providing information and problem solving services
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, industrial engineering, telecommunications or related field; and five (5) years of progressively responsible experience in HTML, CSS, SQL, ASP, NET, Visual Basic and C Sharp, Javascript, Java, VBScript, ColdFusion, PHP, Flex, FTP Administration, website hosting, microcomputer/LAN IP networking, Web or Sun Systems, HP Unix, Macintosh and PC's; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of networking and internet and intranet systems development and management techniques; considerable knowledge of data processing systems and equipment, programming concepts, techniques and applications in various environments; and considerable knowledge in graphic arts, typography and layout/graphic interface design. Ability to plan, coordinate and direct the work of others; ability to recognize, analyze and solve system and software maintenance problems immediately without supervision; ability to communicate effectively both verbally

and in writing; ability to demonstrate expert knowledge, use and understanding benefits of various structured programming languages; ability to operate a personal computer, telephone, radio, pager and various electronic testing equipment; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; current or previous MCSE, MCSD or MCSE and 1 certification preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; may require on-call status 24 hours a day, 7 days a week; and may require travel to various City locations to provide computer-related assistance.

**Class Code: 2508**

**EEO Code: E-02**

**Pay Code: IS-44**

**Group: Clerical and Administrative**

**Series: Data Processing and Information Services**

**Effective date: April 18, 2008**