

## WEBSITE OPERATOR (Schools)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the coordination of the applications of a school district website. Under general supervision of the School Administrator responsible for Information Technology an incumbent of this class is involved in the content management of websites and graphics of the school district. Incumbents of this class work directly with outside vendors and internal Information Technology staff in the development and update of websites and applications to ensure that all information is current, accurate and accessible. The incumbent provides on-site support services, including training of other support staff. Work is performed under general supervision with leeway allowed for the use of independent judgement in carrying out the details of the work. A Website Operator does related work as required.

### TYPICAL WORK ACTIVITIES:

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- Implements requested changes to web pages for internal and external software systems and databases;
- Collaborates with various departments and divisions to design and implement content updates and maintain web pages;
- Participates in researching and evaluating new and emerging technologies and makes recommendations for new internet products or services;
- Provides training of websites or applications to students, teachers, and support staff;
- Gathers information necessary for content development or update;
- Participates in testing of prototypes;
- Provides feedback in the design and implementation of internet/intranet strategies and technologies designed to meet district needs;
- Provides feedback in the content development and updating of web pages and internet based instructional technologies;
- Act as District liaisons with technical staff on functionality, design and programming issues;
- May compile, sort, and verify accuracy of data to be entered or converted.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; Knowledge of common software used to maintain data warehouse; ability to manage projects; ability to analyze and organize data and prepare records and reports; ability to operate an alpha-numeric keyboard; ability to perform close detail work involving considerable visual effort; ability to understand and follow oral and written instructions; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: EITHER:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher in computer information systems or closely related field; OR
- b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of the experience in entering, updating and/or verifying various types of data in a computerized database;

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

CATTARAUGUS COUNTY CIVIL SERVICE

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