

WEBSITE TECHNICIAN (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the coordination, design and implementation of the internet/intranet sites and applications for the school district. Under general supervision of The Director of Information Technology an incumbent of this class is involved in the creation, maintenance and expansion of websites and graphics of the school district. The incumbent will coordinate and create content design, develop new graphics and modify existing graphics in the implementation of the website. Incumbent maintains and updates visual websites for ease of navigation and to ensure that all information is current, accurate and accessible. Work is reviewed through conferences and consultations for the achievement of desired results. A Website Technician does related work as required.

TYPICAL WORK ACTIVITIES:

- Participates in the design, development and implementation of internet/intranet strategies and technologies designed to meet district needs;
- Participates in the content design, development and posting of web pages and internet based instructional technologies;
- Designs and develops 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 technical and end-user support;
- Develops documentation for maintenance, installation and troubleshooting;
- Gathers information necessary for prototype development;
- Tailors web applications to BOCES or districts;
- Produces and participates in testing of prototype;
- Liaisons with various divisions and other technical staff on functionality, design and programming issues;
- May participate in consulting services on multi-disciplined projects, supports technology plan initiatives, assists in technology assessments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods used to plan, develop and maintain websites; good knowledge of modern software and programming languages used to develop and maintain websites; working knowledge of office terminology, procedures and equipment; knowledge of the capabilities and limitations of electronic data processing equipment; ability to manage website projects; ability to analyze and organize data and prepare records and reports; ability to operate an alpha-numeric keyboard at an acceptable rate of speed; 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) Possession of a Bachelor's Degree or higher in Computer Information Systems or closely related field;

OR

B) Possession of an Associate Degree or higher in Computer Information Systems or closely related field and two (2) years of experience in website development and maintenance;

OR

C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in website development and maintenance;

OR

D) An equivalent combination of training and experience as defined by the limits of A), B) and C).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

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

Adopted: 8/21/08
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