Job Title: Web Manager                                      Job Code: 80835

JOB SUMMARY

The Web Manager is responsible for developing, creating, updating, and maintaining all web content.

MAJOR DUTIES

Ensures accuracy and consistency of web site material and performs daily maintenance on the site;
Develops and manages the content, design, layout and scheme for the site using current web technologies;
Assists with web site development and management by researching new developments relative to the World Wide Web;
Automates web site through the use of markup and programming languages;
Recommend developments to improve or to facilitate the performance and function of the website;
Maintains and manages intranets to support internal communications and business processes;
Researches and implements web technology to enhance existing capabilities;
Secures site against illegal intrusion and abuse;
Creates and manages the design and production of various publications, brochures, posters and other materials using appropriate design, layout and content editing methods;
Attends training as scheduled to improve the skills and knowledge necessary to maintain an easy to navigate and growing web site;
Ensures page owners can perform maintenance and updates of web pages;
Responds to internal/external customer concerns regarding website.

COMPETENCIES

Ability to create graphics and visuals
Ability to apply technical skills using software programs to manipulate, restructure and enhance current web pages
Ability to maintain and manage the intranet for internal information communication
Knowledge of developing graphics and visuals
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills
MINIMUM QUALIFICATIONS

Bachelor’s degree *and* Three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.