**Webmaster**

**Grade: 8**

**FLSA: Non-Exempt**

# Date: 07/16

Job Summary: Designs and maintains web-based information products; performs other duties as assigned.

**Essential Functions:**

1. Design and maintain overall focus and concept of web-based products in accordance with County goals and objectives;
2. Develop, lay out, write/edit, and coordinate with designated staff new sections and features of all the County’s web products;
3. Assist in maintenance of County Government corporate applications and other SQL database systems;
4. Assist users in determining and implementing updates and additions for the County’s website by performing requirement analysis, determination of data relationships, reporting requirements, and data flow to the user community with program development and/or commercial off-the-shelf (COTS) applications;
5. Ability to analyze and monitor web site statistics and analytics;
6. Perform maintenance of all web server applications and services;
7. Serve as the subject matter expert for information and ideas regarding the county web site operation and functionality;
8. Research and propose new initiatives which could improve St. Mary’s County operations or service to the public through web-based solutions as assigned;
9. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Extensive knowledge of system operations;
4. Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;
5. Ability to establish and maintain effective working relationships with county officials, associates, subordinates, representatives from other agencies, and the general public;
6. Knowledge of electronic resources, including the Internet and database information retrieval;
7. Ability to operate relevant computer systems, including hardware and software, and office machines.

**Education and Experience:**

1. Associates Degree or technical training in information technology preferred;
2. Experience with designing HTML, CSS, SASS, ASP, ASPX, MVC, RAZOR, XML, and XLST pages;
3. SQL database creation and table management; and database integration with the web;
4. Knowledge of programming languages including C#, VB Script, .NET, JavaScript, TypeScript;
5. Experience with graphic design and web page layout;
6. Two years or more experience in information systems technology;
7. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Pass extensive background investigation with favorable results;

2. Valid driver’s license.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date