WEB DESIGNER / ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

This position is related to analysis, design and support of County Internet and Intranet Websites as well as Websites that the County develops as shared services for municipalities and other agencies. Responsibilities may include requirements gathering, analysis, design specifications, web graphic design, product evaluations and web content. Incumbents have a great deal of contact with users in gathering requirements. The class differs from the Programmer/Analyst and Systems/Analyst series in that its focus is on analysis and design of Websites, rather than computer applications development. The Web Designer/Analyst is expected to perform creative and support functions in the design, development and maintenance of well-organized, user-friendly and visually appealing Websites. Work is typically performed under the general supervision of a Project Leader level employee.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Participates in analysis, design and development for the County's Internet and Intranet Websites;
2. Creates Graphic Design for the Websites;
3. Works directly with departments to gather requirements;
4. Researches, evaluates and recommends Website products, features and functions;
5. Develops, installs, tests and debugs the Websites;
6. Assures the accuracy and performance of the Websites;
7. Writes and edits original Website content;
8. Provides training to staff in other departments;
9. Reports project progress, problems and output to management and users;
10. Keeps abreast of current web tools and technologies and applies to work as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Website design, analysis, development and implementation;
Knowledge of the current Website principles, practices, methods and techniques
Knowledge of Graphics Design and related tools
Ability to analyze, evaluate and adapt new software and technologies into current and future Websites;
Ability to develop a professional looking, organized and user friendly Websites;
Ability to identify, analyze, research and develop and implement solutions for complex problems;
Ability to present ideas clearly and concisely, both orally and in writing;
Ability to establish and maintain effective working relationships with departmental staff and user departments, including the ability to understand and meet the user's needs;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer information systems or graphics art or closely related fields AND three (3) years of recent* work experience directly designing/developing commercial or government websites including the graphics design.

*Recent work experience is defined as work occurring within the five (5) years immediately prior to the date of application.

Part-time work experience is not acceptable.

<u>**SPECIAL REQUIREMENT**</u>**:**

Possession of a New York State Driver License at time of appointment and to maintain position.

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