### Classification Function
The purpose of the classification is to provide web maintenance services for client agencies using technologies that conform to the Information Technology Department standards; update content including text, images, and code using web content management software.

### Distinguishing Characteristics
This is an entry level classification, working under general supervision from a division administrator or web design supervisor, and with guidance from web designers. The employee in this class is expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level initially receive direct supervision, moving toward general supervision as experience and knowledge of the unit operations and procedures is gained.

### Essential Job Functions
The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Updates websites for County agencies. Meets with clients or exchanges emails to determine web update requirements.
- Follows maintenance procedures for receiving, processing and completing web maintenance requests; makes forms interactive; adds and deletes pages; updates newsletters and press releases; creates and updates calendars and events; enters data to update and maintain online portals; updates metadata for search engines; adds video and audio links to websites. Updates HTML code and edits photos ad images using Adobe Photoshop or other digital imaging software.
- Troubleshoots and debugs errors on sites and applications; updates and saves files to Portable Document Format (pdf).
- Meets with web designers to maintain or create database services.

### Minimum Training and Experience Required to Perform Essential Job Functions
High school diploma or equivalent supplemented with vocational or technical training in business, computer science or graphic arts and one (1) year of experience that includes website and various software used for website design; or an equivalent combination of education, training, and experience.

### Additional Requirements
No special license or certification is required.
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; may require basic algebra, and geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

- Ability to perform basic level of data analysis including the ability to review, classify, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

- Ability to comprehend a variety of informational documents including emails, Word documents, pdf documents, calendars, webpages, video, and photography.

- Ability to comprehend a variety of reference books and manuals including websites, computer software manuals, County policies and procedures, webstyle guide, and books regarding website design.

- Ability to prepare timesheets, website documentation, status reports, forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, supervisor, consultants, Network Engineers, photographers and work groups members.

- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.