

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT AND
PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
WEB MASTER	\$24.41/HR/negotiable/DOQ	04-15-2016

WEBER-MORGAN HEALTH DEPARTMENT - Full-time with Benefits

JOB SUMMARY Under general guidance and direction of the Team Leader, performs development and programming functions involving implementation and maintenance of the County's Web site and the County's Intranet.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Administers Web systems. Responsible for the day-to-day maintenance and operation of the County's web site and assures that all web pages comply with appropriate policies, guidelines, and standards. Controls web user access, including user log-ins and passwords, determines access levels, configures system to accommodate appropriate access. Responsible for web data integrity, backup, etc. Coordinates web functions, monitors web activities, incorporates new technologies into the web site, and enhances existing web sites. Responsible for system up-time, shutting down and re-booting system. Responsible for resolving system problems. Troubleshoots system and database errors and monitors production activity. Develop web page infrastructure, utilize applications to ensure technical performance and assess new technologies for applicability to system needs. Coordinates integration of required systems and applications. Performs other duties as assigned.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's Degree in computer science, engineering, business or other closely related field with extensive course work in computer applications. AND Three years of employment in computer related area, OR Any equivalent combination of education and experience.

Thorough knowledge of Web design systems, PHP, XML, etc.; thorough knowledge of development of complex HTML documents with embedded graphics, forms, audio, video and script objects; considerable knowledge of public relations techniques; working knowledge of computers, computer networks, operating systems, and analysis. Ability to apply general principles to specific conditions effectively; ability to communicate effectively verbally and in writing; ability to research and evaluate system needs and design procedures to fulfill requirements; ability to work both independently and under general supervision and direction.

TOOLS AND EQUIPMENT USED Personal computers and components; laser printer; dot matrix printers; printer cleaning supplies; microfiche readers; continuity tester; 10-key calculator; telephone; copy machine; fax machine; various hand tools (including screwdrivers, wrenches, pliers, hammers, dolly, etc.,).

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSES APRIL 29, 3016

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

Weber County Human Resources, 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG TESTING REQUIRED