

EMPLOYMENT
OPPORTUNITY

May 20, 2010

WEB/IT SPECIALIST

Information Technologies Department

Starting Salary Range: \$15.973 - \$20.764 per hour, plus excellent benefits

Performs intermediate skilled work in web design, creative development and technical integration. Oversees enhancements and maintenance of the City of Lexington website; performs related duties as assigned. Work is performed under the general supervision of the Director of Information Technologies.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Maintains Microsoft IIS and SharePoint 2007 servers;
- Builds the operations end of the organization's Web sites and keeps them running smoothly;
- Designs, builds and implements new Web pages and sites;
- Designs, supports and implements web pages and services using HTML, XML, ASP and .NET;
- Provides web administration support for the company's Internet, Intranet and Extranets, collectively referred to as "the sites"
- Maintains web-based forms and recipient databases and implements secure web sites using SSL and server certificates;
- Integrates sites with back end applications and migrates legacy applications to the Web.
- Provide technical support on web-related issues;
- Responsible for documenting all processes, program code, reports, and maintenance activities for each project;
- Responsible for search engine optimization;
- Provides technical expertise and assistance to department representatives on web design, presentation and a variety of software packages;
- Installs software and creates backup procedures;
- Provides some programming support
- Designs and maintains web pages as necessary to fulfill needs of various departments;
- Maintains and optimizes software to monitor and analyze web use, helps users understand the City's Web standards and enforce these standards;
- Performs other related work as required;
- Strong analytical and troubleshooting skills required.

QUALIFICATIONS

- Education and/or experience equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science;
- Two or more years experience with web technologies, including portal software, content management, and development in SharePoint and ASP.NET;
- Two or more years experience with database design and administration;
- At least three years experience administering MS Windows 2000/2003 servers and MS IIS;
- Experience with SharePoint Portal Server;
- Graphics design experience (Adobe or similar applications);
- Experience with Visual Studio 2005 HTML, CSS, AJAX;
- E-Commerce experience;
- Strong teamwork and problem-solving skills a must;
- Demonstrated ability to define problems, collect information, establish facts and baselines and draw valid conclusions from complex manuals, technical materials and processes;
- Strong analytical and troubleshooting skills.

PHYSICAL REQUIREMENTS

This job is sedentary, requiring the exertion of up to 10 pounds of force occasionally to lift, carry, push, pull or otherwise move objects. It involves sitting most of the time. The job requires the ability to crouch, pull, work primarily with the fingers, perform repetitive motions with the wrists, hands and fingers. The work requires speech and hearing to communicate in person and by radio or telephone. Visual acuity is required to prepare and analyze written or computer data, assemble parts at or within arms length, operate machinery, determine accuracy, neatness and thoroughness of work, and observe general surroundings and activities. The worker is not substantially exposed to adverse environmental conditions.

CLOSING DATE

Applications will be taken at the Employment Security Commission, 103 W. Center Street Ext. until filled.

The City of Lexington does not discriminate on the basis of race, color, national origin, age, religion, sex, or non-disqualifying disability in employment or the provision of services.

Applicants offered employment will be asked to participate in a drug and alcohol screening.