

## Webmaster

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DEPARTMENT:	Information Technology
GRADE:	64
CLASS CODE:	WEBMAS
FLSA STATUS:	Exempt
UNION STATUS:	Not Represented
REVISED DATE:	October 2020

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### **Summary:**

The Webmaster, under limited supervision, develops and maintains the Timberland Regional Library intranet and website, and performs database server maintenance and administration. This position performs a variety of systems programming functions and assists in maintaining the Timberland Regional Library District (TRL)'s computer and telecommunications systems.

### **Reporting Relationships and Team Work:**

This position is supervised by and reports to the Finance and IT Director and as a part of a service-oriented team.

### **Essential Duties and Responsibilities:**

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Utilizes a variety of programming languages to program/develop desktop and web applications. Designs and builds SQL databases, write SQL queries, stored procedures, and DTS agents, associated with desktop and web applications being developed.
2. Installs and maintains SQL servers, installs updates and security patches to SQL servers. Sets up, maintains, and administers SQL server cluster including backups.
3. Designs, maintains, and updates TRL's intranet and website.
4. Assist in performing server administration, maintenance, and backup duties; evaluates server usage and performance issues; troubleshoot server hardware and software problems.
5. Maintains, diagnoses and repairs telephone and voicemail systems; diagnoses and replaces telecommunications system components as necessary. Installs and configures new and existing phone lines and voicemail boxes; conducts system evaluations and upgrades as required.

6. Analyzes hardware, software, and/or technology services for use by the District as required.
7. Installs and maintains security cameras and associated server and software.
8. Provides technical support to staff for website and Intranet network issues.
9. May participate on local and district-wide committees and perform other duties as assigned or required.

### **Core Skills and Qualities:**

Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

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

*Employees are expected to perform or possess the following:*

1. Principles and practices of computer technology.
2. Understanding onsite and telephone technical support in relation to website, Intranet, computer systems, hardware, and software.
3. Skill in developing web-related applications and the creation, maintenance and development of library webpages.
4. Advanced Drupal and content management system experience including administration and development.
5. The ability to coordinate and perform a variety of systems programming functions.
6. Knowledge of programming desktop/web applications and designing/building databases.
7. Knowledge on building, configuring, installing and repairing telecommunications systems for internal and remote access.

### **Technology Requirements:**

- Microsoft Office Suite 2010 to current version (Access, Excel, Outlook, PowerPoint).
- Microsoft Visual Studio 2010 to current version.

- Ability to navigate, search, and use basic mobile device applications.
- Microsoft Windows system administration processes. Familiarity with Microsoft Windows Server 2008R2 to current version.
- Solid knowledge of computer programming languages to include C#, C+, VB, Perl, PHP, JavaScript, jQuery and the ability to quickly learn additional languages as the work requires.
- Advanced SharePoint experience, including developing and maintaining a SharePoint farm, SharePoint workflows and SharePoint Designer.

### **Education and Experience:**

Bachelor's Degree in Computer Science or related field, and three years of experience providing technical support and/or programming/database design; OR an equivalent combination of education and experience. SharePoint and Drupal experience required.

### **Licenses, Certifications, and Special Requirements:**

- Must have a valid Washington State Driver's License and an acceptable driving records, OR must be able to provide own transportation to and from the job, meetings and related job sites.
- Must pass and maintain a criminal background check.
- The ability to work evenings and weekends and to adapt to schedule changes on short notice.

### **Physical and Environmental Conditions:**

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 40 pounds; depending on area of assignment, may be occasionally be required to lift objects up to 65 pounds.
- Dexterity of hands and fingers to operate a computer keyboard and other technology equipment.
- Occasional travel is required to attend meetings at other sites and locations, or to participate in work-related assignments.

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

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is an Equal Opportunity Employer.