

Job Title: **IT Specialist (Internet)**

Grade: CS-2210-11

Salary: \$58,557 - \$75,495

Union Position (Y/N) N

Qualifications:

- Four (4) years relevant experience in web design, maintenance, and content management highly desirable
- Knowledge of visual design/presentation, and/or specialized subject matter knowledge to present information and communicate ideas electronically.
- Thorough knowledge and experience in website management and technology, including site maintenance processes/procedures, development of hypertext markup language (HTML) and customary programming languages.
- Knowledge of DRUPAL web production, including editing, design, and graphic tools. Knowledge of critical thinking in resolution of DRUPAL usage problems and the ability to convey DRUPAL best usage practices.
- Knowledge of writing scripts to produce data reports.
- Ability to oversee all aspects of a website and learn and develop new applications. Detail-oriented approach to problems
- Ability to communicate with a variety of people. Skill in written and oral communication.
- Knowledge of user-friendly web design, Adobe Acrobat Photoshop, and records management tools, such as FileNet.

Job Description:

This position is located within the Department of Motor Vehicles (DMV), Public Information Office. The IT Specialist (Webmaster) is responsible for performing all development and maintenance of website content including records, forms, applications, graphics, which ensures operational functionality of DMV's website and online records search tool.