

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

IT WEB MULTIMEDIA SPECIALIST

Department: Information Technology
Pay Grade: 111
FLSA Status: Exempt
Job Class: 3039
Risk Code: 8810

JOB SUMMARY

Responsible for providing professional assistance to the County Departments in a variety of functions including website design, operations, and testing, multimedia support of visual and audio equipment for events and live streaming, and regular monitoring of electronic documents for Web Content Accessibility Guidelines (WCAG) for ADA compliance.

ESSENTIAL JOB FUNCTIONS

- Oversees the administration, review, creation, design, and maintenance of the County's websites to facilitate user-friendly functionality for Marion County employees and citizens.
- Tests websites across browsers, operating systems, and devices.
- Ensures functionality and efficiency of sites and web servers.
- Sets up, operates, maintains, and repairs equipment (e.g., advanced sound equipment, professional grade video technology, and stage lighting) used to perform streaming of live County Commission meetings and other events at various venues.
- Remains current with WCAG standards to perform monitoring and updates to electronic documents, audio/video media, and websites to meet compliance requirements.
- Conducts training and technical assistance with other County Departments.
- Develops and maintains new procedures and policies to improve website and electronic accessibility.
- Makes procedural and operational recommendations to the supervisor.
- Coordinates meetings with County departments to advise on WCAG and audio/video standards.
- Performs records management functions associated with compliance report tracking.
- Performs research in obtaining price quotes for regularly required and special project items. Evaluates cost impacts of necessary materials, parts, and supplies.

- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May provide guidance, advice, and assistance to others on work assignments.

QUALIFICATIONS

Education and Experience:

Associate's Degree in Information Technology, Computer Science, or related field; and two (2) years' experience in advanced multimedia technologies and livestreaming productions; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to explain records and procedures to others as lead worker.
- Comprehensive knowledge of ADA electronic document standards.
- Comprehensive knowledge of the organization and structure of services.
- Comprehensive knowledge of visual and audio equipment.
- Ability to design and monitor user-friendly websites.
- Ability to identify electronic document accessibility problems.
- Ability to plan, assign, and coordinate trainings.
- Ability to work independently on time sensitive complex issues.
- Ability to remain calm in stressful situations.
- Ability to take a team approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally as a team lift, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, and vibration; and will frequently be exposed to moving mechanical parts and risk of electrical shock.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.