

## **OMF POLICY: Communications**

---

### **2.02 Website**

All OMF public and internal web pages will be managed using the standard City content management system tools and will follow the standard City content posting guidance.

The OMF Communications Manager housed in Business Operations will be responsible for managing OMF main web pages and coordinating the overall website and content managers. The Communications Manager will manage category level permissions in accordance with BTS guidelines and practices.

Each OMF bureau and division will designate an employee to serve as their content manager. The bureau content managers are responsible for tracking viewer permissions and maintaining their site content to ensure it is accurate and timely.

Reference:

[BTS 3.02 Web Publishing](#)

OMF Business Owner:  
Last updated:

Business Operations  
April 17, 2017