

2.03 Website

All OMF public and internal web content will be managed using the City's standard content management system. The OMF Communications Team will be responsible for the overall management of the OMF website.

Each OMF bureau and division will designate an employee to serve as their content manager. The content manager is responsible for:

- tracking viewer permissions
- maintaining bureau/division content to ensure it is accurate and timely
- understanding and adhering to the City's Administrative Rules governing use of the City's website. See [BTS 3.01 through 3.04](#).