Web Administrator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
WEB ADMINISTRATOR I	0300	B19	$48,244 - $76,028
WEB ADMINISTRATOR II	0301	B21	$54,278 - $87,046
WEB ADMINISTRATOR III	0302	B23	$61,184 - $99,658
WEB ADMINISTRATOR IV	0303	B25	$69,572 - $114,099
WEB ADMINISTRATOR V	0304	B27	$84,182 - $142,374

GENERAL DESCRIPTION

Performs web design and development work involving web environment design, deployment, development, and maintenance activities.

EXAMPLES OF WORK PERFORMED

Analyzes the layout of Internet or intranet pages for efficiency and effectiveness.

Designs and maintains infrastructure necessary to deliver Internet access and web hosting services.

Maintains the day-to-day operation and administration of websites.

Develops and maintains web applications.

Designs and implements new or revised methods that effectively meet the needs of the agency.

Determines operational, technical, and support requirements for the operation and maintenance of databases, text, and graphics.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey levels include the level of independence in performing the work and the complexity of the work and may include the years of related experience and education. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

WEB ADMINISTRATOR I: Performs routine (journey-level) web design and development work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also assist other staff in performing work of greater complexity.

WEB ADMINISTRATOR II: Performs complex (journey-level) web design and development work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels and may routinely assist other staff in performing work of greater complexity. Employees may:

- Evaluate code to ensure that it is valid; is properly structured; meets industry standards; and is compatible with browsers, devices, or operating systems.
- Track a system's usage with automated web system tracking tools.

Note*: A senior-level employee (levels III-V) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will normally be found at levels IV and V.*

A senior-level employee may perform the full range of work identified in the preceding levels and may coordinate, evaluate, or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of web design and development projects, and the employee's related experience, education, and certifications.

WEB ADMINISTRATOR III: Performs highly complex (senior-level) web design and development work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Prepare graphics, text, and tables; and determine the size and arrangement of illustrative material and copy.
- Develop, implement, and maintain software solutions and systems integration projects to enhance Internet, intranet, and external portal communities.
- Interact and communicate with the agency's information management team or hosting agency to address hardware or software issues affecting websites.

WEB ADMINISTRATOR IV: Performs advanced (senior-level) web design and development work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex web design and development work and may:

- Recommend new programming technologies and assist with the integration of the technology into Internet and intranet environments.
- Implement website security measures for Internet and intranet security, such as firewalls or message encryption.

WEB ADMINISTRATOR V: Performs highly advanced and/or supervisory (senior-level) web design and development work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may occasionally manage multiple projects, and/or some of the most complex web design and development projects involving highly complex design, development, and maintenance activities.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of the limitations and capabilities of computer systems, techniques used in the design of web applications, and programming languages.
- Skill in computer programming, in the use of computer and applicable software, and in modifying or developing programs for computer applications.
- Ability to design web pages; to handle multiple projects; to schedule, test, and install web pages; and to communicate effectively.

Additional for Web Administrator IV-V levels

- Ability to oversee and/or supervise the work of others.