



Web Administrator I

Salary Group: B18

Class Code: 0300

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
WEB ADMINISTRATOR I	0300	B18	\$39,521 - \$64,449
WEB ADMINISTRATOR II	0301	B20	\$45,158 - \$73,788
WEB ADMINISTRATOR III	0302	B22	\$51,614 - \$84,479
WEB ADMINISTRATOR IV	0303	B24	\$59,004 - \$96,720
WEB ADMINISTRATOR V	0304	B26	\$69,415 - \$117,397

GENERAL DESCRIPTION

Performs routine (journey-level) web design and development work. Work involves web environment design, deployment, development, and maintenance activities. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

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.

Analyzes web content for accessibility; and recommends changes to make content accessible and remediates accessibility issues.

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.

Assists in evaluating code to ensure that it is valid; is properly structured; meets industry standards; and is compatible with browsers, devices, or operating systems.

May write, design, or edit web page content that includes the preparation of graphics, text, and tables.

May interact and communicate with the agency's information management team or hosting agency to address hardware or software issues affecting websites.

May track the usage of a system by using automated web system tracking tools.

May perform testing to ensure that websites are accessible and comply with state and federal laws; and assists with compiling findings and preparing reports documenting results.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in systems analysis and design work. Graduation from a two-year college with major coursework in web design or web development is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the limitations and capabilities of computer systems, techniques used in the design of web applications, and programming languages.

Skill in computer programming, the use of computer and applicable software, and 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.