



Web Administrator II

Salary Group: B20

Class Code: 0301

<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 complex (journey-level) web design and development work. Work involves web environment design, deployment, development, and maintenance activities. May provide guidance to others. Works under general supervision, with moderate 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.

Analyzes new and existing software programs and assists users in the design, development, and maintenance of various computer applications.

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

Performs testing to ensure that websites are accessible and comply with state and federal laws; and compiles findings and prepares reports documenting results.

Develops and maintains web applications.

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

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

Interacts and communicates with the agency's information management team or hosting agency to address hardware or software issues affecting websites.

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

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

May provide guidance to others.

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; to communicate effectively; and to provide guidance to others.