Web Administrator III

Salary Group: B22

Class Code: 0302

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
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 highly complex (senior-level) Web design and development work. Work involves coordinating Web environment design, deployment, development, and maintenance activities. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Analyzes the layout of Internet and intranet pages for efficiency and effectiveness; prepares graphics, text, and tables; and determines the size and arrangements of illustrative material and copy.

Analyzes, evaluates, and makes recommendations concerning existing information technology/systems processes and the development of new procedures, standards, tools, and techniques.

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

Develops and maintains Web applications.

Develops, implements, and maintains software solutions and systems integration projects to enhance Internet, intranet, and external portal communities.

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.

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

Tracks usage of a system, confers with management, and advises on the status and progress of projects and processes.

Assists with the design and implementation of new or revised methods that effectively meet the needs of the agency.

Assists in the application and implementation of Internet and intranet security.

May supervise the work of 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, of techniques used in the design of Web applications, and of 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; to communicate effectively; and to supervise the work of others.