

Web Administrator

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Professional	PEU Local One	75	6/28/01	Classified	1 of 2

DEFINITION: Under general supervision, using apprentice-level skills, performs the less complex and routine website administration tasks including developing the architecture and layout of web pages, assembling and posting graphics and text, troubleshooting and resolving website performance issues, and advising faculty and staff on the use and capabilities of websites. *This is a flex classification. Incumbents may progress to the Senior Web Administrator level after two years of experience as a Web Administrator and passing a non-competitive job-related test.*

DISTINGUISHING CHARACTERISTICS: A Web Administrator is the apprentice class in the series and performs the less complex and routine website administration tasks including developing the architecture and layout of web-pages, assembling and posting graphics and text, troubleshooting and resolving website performance issues, and advising faculty, staff, and students on the use and capabilities of campus websites. A Senior Web Administrator serves at the journey-level and performs the more complex functions of administering web sites. The Principal serves as the highest level in this series and has supervisory responsibility for the District's intranet, internet, electronic messaging and workflow functions.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Designs and develops the architecture, layout and functionality of a location website.
- Maintains, monitors, and prepares reports on the performance of a location website.
- Troubleshoots and resolves operational issues of a website.
- Coordinates the gathering of information for placement on web pages.
- Reviews and edits information to be posted to a website and ensures that posted information is visually consistent with District established graphic standards.
- Updates the content and layout of web pages.
- Advises customers on issues concerning the content and presentation of information on the District's websites.
- Serves as a resource to faculty members, students, and staff on the planning and development of websites.
- Designs systems for database generation, integrates information from various databases, format s and presents data, and monitors and maintains web-based data collection systems.
- Writes and maintains on-line documentation.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of web page and web site construction and maintenance; Industry standard web based programming languages; Features and capabilities of web sites; Principles of graphic presentation and design in a web based environment; Standard business English, grammar and spelling; Data base software; Basic statistics; Software used in the development, monitoring and administration of a website.

Ability To: Develop the architecture and layout of complex web pages; Effectively coordinate the gathering of information to be posted to a campus website; Develop and update web page content; Assimilate and organize information in a logical, consistent manner; Communicate in a clear, concise manner to a variety of



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audiences; Meet deadlines; Review and edit the proposed content of web pages; Effectively present information on the World Wide Web; Maintain effective working relationships with staff, students, and the public; Effectively advise customers on the data collecting and information dissemination capabilities of a website; Prepare clear concise reports; and, Stay current with emerging trends and technological advances in the web design industry.

Education/Training: Equivalent to completion of a two-year (AA) degree from an accredited college or university with major course work in computer science, business, or a directly related field.

Experience: One year of experience as a web administrator in an intranet/internet environment. Additional directly related experience may be substituted for education on a year for year basis.

License/Certification: None.

Actions: Newly created classification adopted by the Governing Board on 06/27/01.