WEB ADMINISTRATOR, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	78	**07/01/2017**	Classified	1 of 3

DEFINITION

To serve as a location website administrator and advise faculty and staff on website development issues; to develop the architecture and functionality of a location website; to coordinate the gathering of information to be placed on websites and assemble and post graphics and text; and to take responsibility for the day-to-day maintenance and operations of web sites at an assigned location.

DISTINGUISHING CHARACTERISTICS

Web Administrator - Positions in this classification are assigned to the day-to-day less complex and routine website administration tasks. Employees in this position have general knowledge of website administration procedures to independently assist faculty, students and staff on the use and capabilities of websites.

Web Administrator, Senior– This is the journey level classification in the Web Administrator series. Employees in this position are responsible for performing the most specialized and complex technical functions of administering web sites such as developing complex architecture and layouts of web pages, assembling and posting graphics and text, monitoring the performance of websites and are responsible for the day-to-day maintenance of websites for an assigned location. Employees in this position also provide training and direction to assigned staff on a regular basis.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not 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 the District's established graphics standards.
- Designs and updates the content and layout of web pages.
- Advises customers on issues concerning content and presentation of information on the District's websites.
- Provides technical direction to web administrators and site developers.
- Recommends policies and procedures governing the posting of material on location websites.
- Designs and implements systems for database generation; formats and presents data; monitors and maintains web-based data collection systems.
- Writes and maintains online documentation.

Contra Costa Community College District – Classification Specification

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- Serves as a technical resource for the implementation of electronic messaging and workflow functions.
- Evaluates the applicability of emerging information technology.
- May serve as a project lead when implementing new web-based technologies.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of web page and website construction and maintenance.
- Industry standard web-based programming languages.
- Features and capabilities of websites.
- Principles of graphic presentation and design in a web-based environment.
- Electronic messaging and workflow functions.
- Standard business English, grammar and spelling.
- Database software.
- Basic statistics.
- Software used in the development, monitoring and administration of a website.
- Web-server administration

Skill/Ability to:

- Develop the architecture and layout of complex web pages.
- Coordinate the gathering of information to be posted to a location website.
- Coordinate and facilitate the streamlining of application requests from multiple colleges into the development of Districtwide applications.
- Develop and update web page content; effectively present information on the internet.
- Assimilate and organize information in a logical, consistent manner.
- Communicate in a clear, concise manner to a variety of audiences.
- Manage own work to meet deadlines.
- Review and edit the proposed content of web pages.
- Advise customers on the data collection and information dissemination capabilities of a website.
- Prepare clear concise reports.
- Stay current with emerging trends and technological advances in the web design industry such as social networking.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

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EXPERIENCE AND TRAINING

- Three (3) years of experience as a Web Administrator in an intranet/internet environment and experience developing project plans.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college with major course work in computer science, business or a related field, or the equivalent.

Adopted: 07/01/17