



## WEB ADMINISTRATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	75	07/01/2017	Classified	1 of 2

### DEFINITION

To perform 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 to advise faculty and staff on the use and capabilities of websites.

### 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.
- May provide 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.
- Designs and updates content and layout of web pages.
- 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.
- 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; formats and presents data; monitors and maintains web-based data collection systems.
- Writes and maintains online documentation.
- Performs related duties as assigned.



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### 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 graphics presentation and design in a web-based environment.
- Standard business English, grammar and spelling.
- Database software.
- Basic statistics.
- Software used in the development, monitoring and administration of a website.

Skill/Ability to:

- Develop the architecture and layout of complex web pages.
- Coordinate the gathering of information to be posted to a location website.
- Develop and update web page content, and 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.
- 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.

### EXPERIENCE AND TRAINING

- Two (2) years of experience as a Web Administrator in an intranet/internet environment.

### 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