

Spec. Code: 4195
Occ. Area: 02
Work Area: 738
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 4/30/01

WEBMASTER

Function of Job

Under administrative direction, perform and/or supervise advanced web page structure and design duties, in a major advanced enterprise. Employees in this class work in large, complex units having functional responsibility at the college-level of an institution or agency.

Characteristic Duties and Responsibilities

1. Sets web site standards for content, accuracy, timeliness, and design
2. Configures/Administers web servers
3. Manages web site
4. Responsible for monitoring compliance with standards and web content
5. Develops, recommends and implements project management procedures for creating, updating, maintaining and administrating web sites
6. Coordinates with other departments to effect changes in the content, quality and style of the web site or graphic art material
7. Attends meetings associated with web site
8. May supervise lower level staff
9. Performs the duties of the Web Specialist series as required
10. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following types of preparation:

- (a) college/vocational/technical training with a concentration in computer science, graphic design, journalism, english, technical communication or related fields
- (b) work experience in web page preparation, design, and maintenance (i.e., HTML text editors and HTML graphical editors, graphics programs and digital media equipment)

that totals 1.0 unit according to the following conversion rates:

Bachelor’s degree (or 120 semester hours) of “a” = 1 unit

48 months of “b”=1.0 unit

- 3. 1 additional year of work experience in web page preparation, design and maintenance

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. Knowledge of web coding and web authoring tools
- 2. Ability to communicate ideas effectively both verbally and in writing

Webmaster	New
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