

WEB SUPPORT ADMINISTRATOR 6430

Distinguishing Characteristics of Work

This is responsible independent work providing for the day-to-day maintenance and operation of the official State Courts System (SCS) web site and ensuring that all web pages comply with appropriate policies, guidelines and standards. The Web Support Administrator maintains and supports web site functions, administers the content and monitors web site activities, assists in developing operational policies, guidelines and standards for the web site, and incorporates new technologies into the web site. The Web Support Administrator also assists in developing and implementing security procedures to ensure internal file security, and developing and implementing Internet Security methods and procedures to ensure system integrity. The Web Support Administrator ensures that all aspects of the SCS web site are stable, well designed, effective to use, current, and properly maintained. The Web Support Administrator works under the limited supervision of the State Courts Administrator.

Education and Training Guidelines

A bachelor's degree from an accredited four year college or university in information technology, computer science or a related area and three years of experience in web design and development, including development of complex HTML documents, graphics, forms, audio, video and script objects. Fluency in HTML and other interactive languages and technologies including Java and JavaScript applications and production processes are required.

A master's degree may substitute for one year of the recommended experience.

Knowledge, Skills, and Abilities

Knowledge of and the ability to use and troubleshoot a variety of software packages including Internet applications such as FTP, graphics creation and editing applications such as Photoshop or Print Shop Pro, word processing and other office software applications. Ability to work with elected officials. Ability to train users on information technology individually or in groups. Ability to research and evaluate information technology products. Ability to plan and manage short term and long range projects. Ability to communicate effectively and meet deadlines. Skilled in project management and organization. Ability to work as a team player.

Effective: February 2007