

# Web Administrator

**Exempt (Pay Grade 11: \$48,876 - \$73,320)**

**Minimum Education/Experience**

- Bachelor's degree in relevant field.
- 3 years relevant experience

<b>Areas of Responsibility</b>	<b>Complexity</b>	<b>Impact of Decisions</b>
Scope of Work	<ul style="list-style-type: none"><li>• Often leads multiple activities related to the development of Internet dissemination strategies, including the dissemination of Internet-based information and resources.</li><li>• Ensures the effective and efficient maintenance and design of a website.</li><li>• Normally receives general directions on new assignments, particularly those requiring ingenuity and creativity.</li></ul>	<ul style="list-style-type: none"><li>• Decisions significantly impact the progress and quality of assigned scope of work.</li></ul>
Budget/Financial accountability	<ul style="list-style-type: none"><li>• Often has budget responsibilities for defined activities within assigned scope of work.</li></ul>	<ul style="list-style-type: none"><li>• Decisions significantly impact the cost effectiveness of assigned scope of work.</li></ul>
Institutional resources and relationships	<ul style="list-style-type: none"><li>• Serves as spokesperson for activities s/he leads.</li><li>• Sometimes participates in the development of new streams of revenue.</li><li>• Identifies and recommends ways to improve and maintain institutional relations with key audiences.</li></ul>	<ul style="list-style-type: none"><li>• Decisions moderately impact the institution or program's image and relationship to funding agents and clients.</li></ul>
Staff leadership	<ul style="list-style-type: none"><li>• Sometimes provides leadership, mentoring, coaching, and assessment for a team, and provides mentoring and coaching to colleagues across the institution.</li></ul>	<ul style="list-style-type: none"><li>• Decisions significantly impact the quality and productivity of the work environment.</li></ul>