This subset of the CNT series applies when the preponderance of duties in the job involves the descriptors outlined below. Often web duties are blended with general administrative duties in smaller departments. In those cases, the CNT series will not be appropriate unless the employee’s tasks are mostly dedicated to web work. In addition, the CRS series may be employed to classify simple, maintenance-type web duties applied within a narrow scope such as a small department.

The specifications for a CNT IV in the Webmaster series are the same as those listed under the System Administrator series.

CNT I Webmaster

Under close supervision performs administration of web site and/or develops web pages and web publishing tools for a department. Performs technical support on web requests and publishing tools and advises on web standards for publishing. Writes routine HTML code, monitors web site performance and may generate reports. Works on problems of simple to moderate complexity and exercises judgment within strict guidelines.

Typical duties:

• Performs administration of departmental web site.
• Develops web pages from departmental content.
• Evaluates and implements changes on development and production web sites in support of all content providers.
• Trains end users in use of web content publishing tools and processes.
• Performs programming for shared applications.

May assist in:

• Development of web site technologies for implementation.
• Design of web site architecture.
• Administration of web server software and web security programs.

CNT II Webmaster

Under general supervision performs administration of departmental web site and develops technologies for implementation. Designs web site architecture and implements web server software and web security model. Implements predefined configuration management techniques and technologies to ensure proper content presentation. Evaluates and maintains web site development, test and production environments for content providers. May use scripting languages to create links to backend databases and special pages, features, etc. Makes decisions on appropriate technologies to employ for specialized web services. Works on issues of greater complexity and scope than at the CNT I level. May supervise lower level CNT’s.

Typical Duties:

• Designs web site architecture and oversees technical implementation.
• Implements and evaluates web site environments.
• Makes decisions on appropriate technologies to employ for specialized services.
• Programs links to backend databases.
CNT III Webmaster

Performs independent administration of complex web site(s) for a large department or division. Creates new information systems that use the web. Assumes leadership role in creating new web products and serves as a liaison to web owners and users. Oversees integration of web sites with other departmental or divisional systems. Defines and implements configuration management techniques and technologies to ensure that proper content is always provided to the viewer of the web pages(s). Has cross-functional systems knowledge. Works autonomously to determine methods and procedures on new assignments and may supervise the activity of lower-level CNT personnel. Works on extremely complex problems where analysis of systems or data requires the integration of diverse, intangible variables. Exercises independent judgment in developing methods of criteria for obtaining results.