

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Web Coordinator/1358**

Function and General Scope

Positions assigned to this class exercise a high degree of autonomy and independent decision-making to provide daily administration, development, and maintenance of web sites(s) for a college, major department or program. They are involved in performing selected graphic arts or publication activities requiring prescribed academic preparation or special visual techniques; requiring original design and layout or requiring professional-level computer programming skills; and independently perform work assignments. May have project leadership responsibilities for multi-faceted integrated database and web applications.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in information science or related field and three (3) years of progressively responsible experience in web site design, development and maintenance. Any combination of relevant experience and education may be substituted for the required education.