# Web Administrators

Description
Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

Education
The following is a breakdown of the top three degrees that people in this job possess (each educational level is described in the legend at the end of this document):

39 %   Bachelor's Degree

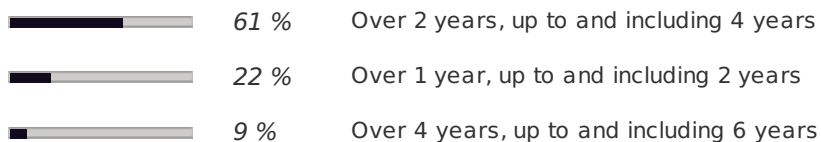*26 %*   Post-Secondary Certificate

13 %   Some College Courses
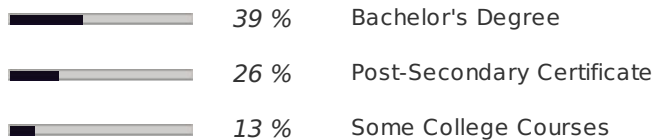
In order to pursue this career, you will need to be educated in one of the following areas:

- Web/Multimedia Management and Webmaster.ááá(NEW) (CIP = 11.1004)

Experience
The following is a breakdown of the level of related work experience that people in this job possess:

61 %   Over 2 years, up to and including 4 years

22 %   Over 1 year, up to and including 2 years

9 %   Over 4 years, up to and including 6 years

On-site Training
The following is a breakdown of the length of on-site training that people in this job typically receive:

35 %   Over 3 months, up to and including 6 months

17 %   Over 1 month, up to and including 3 months

13 %   Over 6 months, up to and including 1 year

On-the-job Training
The following is a breakdown of the level of on-the-job training that people in this job received:

22 %   Up to and including 1 month

22 %   Over 1 month, up to and including 3 months

17 %   None
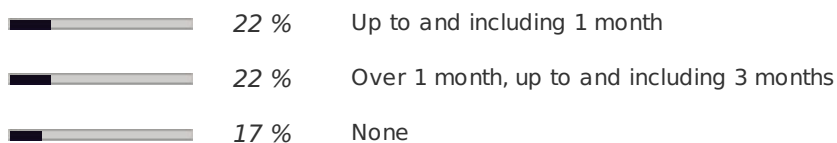
Interests

The following is a list of the top three career interests (also known as Holland Codes) that people with this occupation possess, along with their level of importance to this career.

- Conventional (Very high)
- Enterprising (High)
- Investigative (High)

Tasks

Here are the most common tasks and duties for which you would be responsible in this job:

- Back up or modify applications and related data to provide for disaster recovery.
- Determine sources of web page or server problems, and take action to correct such problems.
- Review or update web page content or links in a timely manner, using appropriate tools.
- Monitor systems for intrusions or denial of service attacks, and report security breaches to appropriate personnel.
- Implement web site security measures, such as firewalls or message encryption.
- Administer internet/intranet infrastructure, including components such as web, file transfer protocol (FTP), news and mail servers.
- Collaborate with development teams to discuss, analyze, or resolve usability issues.
- Test backup or recovery plans regularly and resolve any problems.
- Monitor web developments through continuing education, reading, or participation in professional conferences, workshops, or groups.
- Implement updates, upgrades, and patches in a timely manner to limit loss of service.
- Identify or document backup or recovery plans.
- Collaborate with web developers to create and operate internal and external web sites, or to manage projects, such as e-marketing campaigns.
- Install or configure web server software or hardware to ensure that directory structure is well-defined, logical, secure, and that files are named properly.
- Gather, analyze, or document user feedback to locate or resolve sources of problems.
- Develop web site performance metrics.
- Identify or address interoperability requirements.
- Document installation or configuration procedures to allow maintenance and repetition.
- Identify, standardize, and communicate levels of access and security.
- Track, compile, and analyze web site usage data.
- Develop and implement marketing plans for home pages, including print advertising or advertisement rotation.

Abilities

To pursue this career, you will need to display the following capacities:

- Written Comprehension
- Problem Sensitivity
- Deductive Reasoning
- Oral Comprehension
- Written Expression
- Inductive Reasoning
- Oral Expression
- Near Vision
- Information Ordering
- Speech Recognition
- Category Flexibility
- Fluency of Ideas
- Speech Clarity
- Originality
- Selective Attention
- Finger Dexterity
- Flexibility of Closure
- Visualization
- Perceptual Speed
- Memorization

Knowledge

To pursue this career, it would be helpful to be well-versed in the following subject areas:

- Computers and Electronics
- English Language
- Communications and Media
- Customer and Personal Service
- Administration and Management
- Design
- Engineering and Technology
- Telecommunications
- Sales and Marketing
- Clerical
- Education and Training
- Mathematics
- Law and Government
- Psychology
- Personnel and Human Resources
- Sociology and Anthropology
- Public Safety and Security
- Fine Arts
- Production and Processing
- Geography

Skills

The following skills are considered essential to this job:

- Critical Thinking
- Reading Comprehension
- Complex Problem Solving
- Active Listening
- Writing
- Judgment and Decision Making
- Programming
- Instructing
- Speaking
- Monitoring
- Systems Analysis
- Time Management
- Active Learning
- Coordination
- Systems Evaluation
- Quality Control Analysis
- Operations Analysis
- Troubleshooting
- Service Orientation
- Social Perceptiveness

*Source: O*NET*

Activities

In this job, you will likely spend most of your time engaged in the following activities:

- Interacting With Computers
- Updating and Using Relevant Knowledge
- Getting Information
- Thinking Creatively
- Making Decisions and Solving Problems
- Processing Information
- Analyzing Data or Information
- Communicating with Supervisors, Peers, or Subordinates
- Identifying Objects, Actions, and Events
- Documenting/Recording Information
- Organizing, Planning, and Prioritizing Work
- Evaluating Information to Determine Compliance with Standards
- Interpreting the Meaning of Information for Others
- Developing Objectives and Strategies
- Provide Consultation and Advice to Others
- Scheduling Work and Activities
- Monitor Processes, Materials, or Surroundings
- Developing and Building Teams
- Communicating with Persons Outside Organization
- Coordinating the Work and Activities of Others

Job Zone

All occupations are categorized into job zones, based on the level of preparation (experience, education, and training) that is required. There are five job zone categories, with job zone one indicating that little to no preparation is required, to job zone five, where extensive preparation is needed.

This occupation is categorized as Job Zone Three: Medium Preparation Needed

Occupations in this job zone tend to require the following:

Experience
Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Education
Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

Training
Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Example
These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include food service managers, electricians, agricultural technicians, legal secretaries, interviewers, and insurance sales agents.

Legend:

Educational Levels

1. **Less than High School:** No schooling or just grade school or some high school courses.
2. **High School Diploma:** Or GED or High School Equivalence Certificate.
3. **Post-Secondary Certificate:** Awarded for training completed after high school (for example, in Personnel Services, Engineering-related Technologies, Vocational Home Economics, Construction Trades, Mechanics and Repairers, Precision Production Trades).
4. **Some College Courses:** Can consist of college preparatory courses or regular courses taken while attending college, but credits attained are not sufficient to get a degree.
5. **Associate's Degree:** An undergraduate degree awarded by a junior, community technical or bachelor's degree-granting college/university. Requires a completion of a two-year course of study.
6. **Bachelor's Degree:** An academic degree awarded for an undergraduate major or course. Requires a completion of a four-year course of study.
7. **Post-Baccalaureate Certificate:** Awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.
8. **Master's Degree:** An academic degree awarded to people who, in addition to achieving a bachelor's, have taken additional courses or completed a research study in a specific field or subject area. Requires an additional one to three years of study.
9. **Post-Master's Certificate:** Awarded for completion of an organized program of study; designed for people who have completed a Master's degree, but do not meet the requirements of academic degrees at the doctoral level.
10. **First Professional Degree:** Awarded for completion of a program that: requires at least 2 years of college work before entrance into the program, includes a total of at least 6 academic years of work to complete, and provides all remaining academic requirements to begin practice in a profession.
11. **Doctoral Degree:** An academic or professional degree awarded for the completion of advanced graduate study beyond a Master's degree. Requires an additional two to four years of study.
12. **Postdoctoral Training:** Consists of advanced academic research completed after doctoral studies. Generally done within five years of the completion of a Doctoral Degree in order to deepen a person's knowledge of a particular subject, hone skills, and publish academic papers.