

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1852 **TITLE:** INTERNET/INTRANET ARCHITECT II **GRADE:** S-27

DEFINITION:

Under general supervision, performs internet/intranet support functions such as web page design, content development, and site updating; assists senior architect with administration of user accounts, server platforms, and software upgrades; assists users with page and site design and problem determination; assists staff in the development of work flow applications; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is journey or full performance level internet/intranet support work. It is distinguished from the Internet/Intranet Architect I by the performance of work that is more technically complex and varied such as the development of applications in the area of work flow management, forms routing, and/or office automation. The Internet/Intranet Architect III is distinguished from the Internet/Intranet Architect II by the performance of comprehensive support functions including the installation/configuration of operating systems, hardware and servers, resolution of system and application problems, and/or implementation of new technology.

ILLUSTRATIVE DUTIES:

Provides operational, technical, and administrative support to the County internet and intranet activities, to include web site application and page development, server support, administration and configuration;

Installs, configures, supports, and maintains web and applications servers;

Researches, evaluates, tests, and recommends new server operating systems and application software;

Analyzes, designs, develops, and supports web-based applications for both intranet and internet environments, including needs assessments, programming, testing/acceptance, training, security, performance, and ongoing support;

Develops internet/intranet pages, sites, and applications using software applications such as Adobe, Acrobat, ASP, HTML, etc.;

Analyzes integration of the internet/web technology with existing or new enterprise applications, databases, client/server systems, and other platforms;

Provides assistance to departments and agencies for analysis and development of their own web-based applications and provides training as required;

Analyzes, designs, develops, and supports page and site design for internet and intranet environments following established standards in HTML and web site using internet development tools;

Maintains web pages and sites, including periodic updates to content and appearance as necessary;

Develops guidelines for page and site design and configuration;

Applies DIT Lifecycle development methodology;

Provides assistance to other departments and agencies for analysis and development of their own web pages and public access transactions;
Maintains a working knowledge of internet/intranet software applications;
Researches and evaluates new internet-related technologies to determine applicability to County initiatives and projects;
Obtains and maintains reports access and performance statistics using site analysis tools;
Documents sites as they are developed;
Provides required training;
Assists other County departments/agencies in developing plans for the use of the internet/intranet;
Develops and maintains relationships with other organizations that have internet web sites;
Provides assistance to other staff as needed;
May provide training, guidance, and assistance to less experienced architects;
Applies approved standards to web-based content and applications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of internet/intranet technology;
Knowledge of programming language such as VB Script, HTML, Java, Javascript;
Knowledge of current software such as Windows NT, Microsoft internet products, ASP, web browsers, and graphic imaging tools;
Knowledge of TCP/IP and network routing protocols;
Ability to develop and implement new and innovative internet/intranet-related methods, techniques, and procedures;
Ability to design web pages;
Ability to install, configure and maintain web and applications servers;
Ability to write comprehensible user system documentation;
Ability to communicate with users and translate technical matters into understandable terms;
Ability to assist users in solving operational problems related to internet/intranet;
Ability to train and provide support to internet/intranet users.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Completion of an associate's degree with course work in computer science or graphic arts;
PLUS internet/intranet experience that is demonstrated by the completion of at least two projects using platforms and technologies listed in the preferred qualifications section of the job announcement, or two years of ongoing internet/intranet development or support tasks. An industry recognized certification may be substituted for some of the experience that is required.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: April 25, 2001
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