

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1854    **TITLE:** INTERNET/INTRANET ARCHITECT IV    **GRADE:** S-31

**DEFINITION:**

Under general supervision, supervises lower-level internet/intranet architects and trainees; provides technical advice and recommendations to top County management regarding county-wide internet/intranet development, maintenance and administration; participates in IT planning in the areas of internet, intranet and work flow applications; develops and enforces relevant standards and policies throughout the County; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is advanced and supervisory internet/intranet support work. It is distinguished from the Internet/Intranet Architect III by the performance of work that is more comprehensive and includes full supervisory duties and responsibilities. Incumbents perform a broad array of planning and support tasks and have significant interaction with users.

**ILLUSTRATIVE DUTIES:**

Plans, organizes, coordinates, assigns and evaluates the work of lower-level Internet architects;  
Provides work counseling, guidance, and training as needed;  
Prepares project plans and times schedules;  
Prioritizes and assigns projects and tasks, monitors work-in-process, and reviews the finished web products;  
Selects and supervises contractors as needed;  
Analyzes County-wide hardware, software, staffing, training, and contract requirements for the information technology plan;  
Prepares and manages annual budget;  
Analyzes, designs, develops, and supports web-based applications for both internet and intranet environments, to include needs assessments, programming, testing/acceptance, training, and on-going support;  
Develops internet/intranet pages, sites, and applications using such software as Java, Adobe, Acrobat, and Hotmetal Pro;  
Analyzes the plausibility of integrating internet technology with existing or new enterprise applications, databases, client/server systems, and other platforms;  
Researches and evaluates new internet-related technologies to determine applicability to County-wide initiatives and projects;  
Administers internet/intranet/extranet sites including security, user access, configuration, structure and performance;  
Plans and coordinates server upgrades, software installation, and implementation of new web technology;  
Obtains and maintains reports, access and performance statistics using site analysis tools;  
Documents sites as they are developed;  
Provides required training;  
Develops both short- and long-range plans;

Applies DIT lifecycle development methodology;  
Coordinates Public Access initiatives across other branches and agencies;  
Applies approved standards to web-based content and applications;  
Assists other County departments/agencies in developing plans for the use of the internet/intranet/  
extranet;  
Develops and maintains relationships with other organizations that have internet web sites.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of internet/intranet technology, including all relevant hardware and software;  
Thorough knowledge of Windows NT and web server administration;  
Thorough knowledge of web application design and security;  
Thorough knowledge of languages such as Java, HTML, ASP/IDC;  
Thorough knowledge of modern management/business principles, practices, and procedures, including budgeting;  
Knowledge of supervisory techniques;  
Thorough knowledge of information technology (hardware, software and networking);  
Ability to plan, organize, coordinate, assign, and evaluate the work of subordinate staff;  
Ability to oversee and monitor the work of contractors;  
Ability to provide guidance and training to less experienced staff;  
Ability to facilitate meetings, seminars, discussion groups;  
Ability to develop and implement new and innovative 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;  
Ability to establish and maintain effective working relationships with other employees, users, and contractors.

**EMPLOYMENT STANDARDS:**

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

**CERTIFICATES AND LICENSES REQUIRED:**

None.

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