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# Example of Web Administrator Job Description

Our company is looking for a web administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for web administrator

* Train colleagues to administer and edit content for websites within a WordPress Multisite Network
* Administer thearc.org website and other websites that run on The Arc’s NetCommunity CMS
* Format and post content
* Work with programs and centers across the Council to package content for maximum promotion and exposure across digital platforms
* Post multimedia content on the website, including audio and videos
* Provide website maintenance of external websites in WordPress
* Perform production database administration tasks in a cloud environment for multiple database platforms including AWS RDS, MySQL, Oracle, MongoDB, PostgreSQL, Elastic Search, RedShift, Azure SQL and Azure DW
* Responsible for mission-critical databases across a fast moving enterprise
* Tasks include maintenance, troubleshooting, tuning, optimization, installation, upgrades, backup/recovery, replication, and data migration across multiple data centers and multiple database server architectures/systems
* Support cloud hosted databases and migrations of on-premise databases to cloud hosted databases

## Qualifications for web administrator

* Effective oral and written communication skills and interpersonal skills the ability to work well in a team environment
* Scripting of operational administration tasks in perl, jython
* Minimum 5 years of relevant work experience in web design, writing, editing and managing online communications and projects
* Bachelor’s Degree in Communications or Information Technology related field highly desired
* Excellent English language written and oral communication skills essential
* Proficient with open source CMS platforms, particularly Joomla is a plus, WordPress, Dreamweaver, Photoshop and Adobe Creative Suite, Microsoft Office