Yellowstone County

To: Yellowstone Board of County Commissioners

From: Kevin Gillen, H.R. Director on behalf of the
              Yellowstone County Hay Evaluation Committee
              (Jeff Martin, LynnDee Schmidt)

Date: January 22, 2026

Re: Review of New Position

Within the Hay Group Classification Methodology, the Yellowstone County Hay
Evaluation Committee evaluated a new classification specification of Web
Development Administrator for the Information Technology Department

Accordingly, the committee found that the new position should be slotted into the
grade J range.

Recommendation of the HAY Committee:

Title	Grade	Range
Web Development Administrator	J	$76,024 - $107,328

Commissioner's Action

	Approve	Not Approved
Mark Morse, Chair	_____	_____
Michael J. Waters, Member	_____	_____
Chris White, Member	_____	_____

Copy: Hay Evaluation Committee
        Jennifer Jones, Finance Director

Yellowstone County
Class Specification

Class Title	Web Development Administrator
Class Code Number	1092
Grade	J
FLSA	Exempt
EEO Function	Financial Administration (1)
EEO Category	Technicians (3)
Date	December 2025

Job Summary

The Web Development Administrator is responsible for the design, development, deployment, and maintenance of the County's internal and public-facing websites, web applications, and digital services. This role ensures that all web platforms are secure, accessible, user-friendly, and aligned with the county's branding and communication standards. The administrator collaborates with internal departments to translate operational needs into functional web solutions, manages content workflows, and oversees the integration of third-party systems and APIs.

Key responsibilities include implementing responsive design principles, optimizing site performance, and ensuring compliance with accessibility and cybersecurity standards. The Web Development Administrator also plays a strategic role in modernizing digital services, enhancing citizen engagement, and supporting transparency through effective online communication.

Distinguishing Class Features

The Web Development Administrator is a specialized leadership position focused exclusively on the design, development, and maintenance of web-based platforms and services for the county. Unlike general IT support or infrastructure roles, this position centers on delivering secure, accessible, and user-friendly digital experiences to both internal departments and the public. It serves as the primary liaison for web-related needs across departments, translating operational requirements into functional online solutions. The role requires advanced proficiency in front-end and back-end development, oversight of third-party system integrations, and a strategic approach to public engagement through digital services. Operating with a high degree of autonomy, the Web Development Administrator ensures compliance with accessibility, cybersecurity, and branding standards, and plays a key role in modernizing the county's digital presence.

Essential Job Duties and Responsibilities
(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- Collaborates with the IT Director to define projects and goals for the Development Team;
- Coordinates the workloads of the Development Team and acts as project manager to ensure the projects and goals of the team are completed effectively and on time;
- Coordinates the design, implementation, and management of all county websites.
- Coordinates efforts to properly document details of all systems built in-house;
- Configures and manages the web application firewall;
- Works with the development team to develop web applications and automated processes for county departments as needed;

□ Serves as the backup to team members as needed;

□ Responsible for the overall health of all county websites and in-house applications.

Required Knowledge and Abilities

Knowledge and understanding of:

□ Web Development Languages and Frameworks
  - o Proficiency in HTML, CSS, JavaScript, and modern frameworks such as React, Angular, or Vue.js. Familiarity with server-side languages like PHP, Python, or ASP.NET is also valuable.

□ Web Application Architecture
  - o How web applications are structured, including client-server models, RESTful APIs, and database integration.

□ Security Best Practices
  - o Web security principles including input validation, authentication, authorization, encryption, and protection against common vulnerabilities (e.g., XSS, CSRF, SQL injection).

□ Accessibility Standards
  - o Familiarity with WCAG guidelines and ADA compliance to ensure web content is accessible to all users, including those with disabilities.

□ Responsive and Adaptive Design

□ Performance Optimization
  - o Techniques for improving page load speed, minimizing resource usage, and optimizing user experience through caching, compression, and efficient coding.

□ Cross-Browser and Cross-Platform Compatibility
  - o How different browsers and operating systems render content and how to ensure consistent behavior.

□ Version Control and Deployment Tools
  - o Experience with Git and CI/CD pipelines for managing code changes, testing, and deploying updates to production environments.

□ Integration with External Systems
  - o Working with third party software developers to provide and coordinate user support and integration with existing county applications;

□ Government Standards and Branding
  - o Awareness of public sector requirements for transparency, usability, and official branding, including how to reflect county identity in digital services

□ Governmental Code of Fair Practices;

□ Safety rules, policies, and procedures.

Skill to:

□ Communicate effectively in both oral and written form including the ability to explain difficult concepts to non-technical people;

□ Strong analytical ability is required;

□ Strong organizational and self-motivation skills and a proven concern for detail and accuracy.

Ability to:

□ Perform application programming;

□ Work in a team environment;

□ Establish and maintain accurate records and files and prepare reports;

□ Work independently with minimal supervision;

□ Lead a team of developers and engineers;

- ❑ Create web interfaces that function seamlessly across devices and screen sizes using mobile-first and responsive design principles;
- ❑ Connect web platforms with third-party services, APIs, and internal databases to support dynamic content and workflows.

Reporting Relationships

Decision- making Authority:
This position reports to the Information Technology Director. The position directly supervises the Database Engineer and Development Specialist and provides training and assistance within the IT Department and throughout the County.

Minimum Qualifications

Education/Experience/Training:
- ➤ Bachelor's degree in Computer Science, Web Development, Information Technology, or a closely related field; and three (3) years of professional experience in web development, web administration, or related technical roles involving website design, coding, and maintenance.
- - OR -
- ➤ Any equivalent combination of education and experience totaling seven (7) years may be considered.

Desired Qualifications:
- ➤ Professional certifications such as **Agile/Scrum** are highly desired;
- ➤ Demonstrated knowledge of HTML, CSS, JavaScript, and at least one server-side language (e.g., PHP, Python, VBScript, C#). Familiarity with responsive design principles and cross-browser compatibility;
- ➤ Understanding of web security best practices and accessibility standards (e.g., WCAG, ADA compliance);
- ➤ Ability to work effectively with non-technical stakeholders to gather requirements, explain technical concepts, and deliver user-friendly web solutions;
- ➤ Proven ability to troubleshoot web-related issues, manage multiple projects, and work independently with minimal supervision.

Required:
- ➤ Must pass a criminal and driving background check and meet any County-specific employment eligibility standards.

Essential Physical Abilities

Essential Physical Abilities:
Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ▪ While performing the duties of this job, the employee is frequently required to crawl, stand, kneel, stoop, crouch, and use hands to handle, or feel;
- ▪ The employee must occasionally lift and/or move up to 50 pounds;
- ▪ Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform database procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form.
- ▪ The employee is regularly required to sit and use hands to fingers to operate computer;

- Frequently is required to reach with hands and arms;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Personal mobility that permits the employee to serve the general public, County departments and access files and other materials in the office;
- Personal mobility that permits the employee to enter, operate and exit motor vehicles.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is an office environment and working with computers throughout the County system;
- The noise level in the work environment is usually moderate.

Accepted - Board of County Commissioners   Date Stamp