



State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
1201 Greenbrier Street  
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JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

MICHAEL V. COLEMAN  
DIRECTOR

**To:** All Division of Administrative Services Employees  
**From:** Paula Dickens, Executive Secretary   
**Date:** December 19, 2022  
**Re:** Issuance of Agency Policy Statements

The following agency policy statement is hereby issued by the Director and effective on 3 January 2023:

<u>Index No.</u>	<u>Subject</u>
106.10	Division Webmaster

Please read each of these policies as soon as possible and upload the enclosed acknowledgement form to <https://forms.gle/tmy8LP9hMT8hxgyD9>.

Thank you for all that you are doing to deliver a premier level of service to our customer agencies.

Enclosure

cc: File



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES**  
**EMPLOYEE ACKNOWLEDGEMENT FORM – WRITTEN INSTRUCTIONS**

I, the undersigned employee hereby acknowledges receipt of a copy of the West Virginia Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) listed below:

<u>Index Number</u>	<u>Subject</u>	<u>Effective Date</u>
106.10	Division Webmaster	3, January, 2023

I, the undersigned employee acknowledges 1) that the above listed policy statement(s), staff notice(s), and/or job guide(s) are a condition of my continuing employment with the West Virginia Division of Administrative Services; 2) that I understand the effective dates of these policy statement(s), staff notice(s), and/or job guide(s); 3) that I am hereby instructed to contact my immediate supervisor if I have any questions concerning these policy statement(s), staff notice(s), and/or job guide(s); and 4) that all Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) will be available on the agency's website, in compliance with Division of Administrative Services Policy Statement 100.00, for viewing at any time.

Employee's Name (Print or Type) \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**UPLOAD THE FORM BY USING THE LINK BELOW**

<https://forms.gle/tmy8LP9hMT8hxgyD9>



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
AGENCY POLICY STATEMENT**

**SUBJECT: DIVISION WEBMASTER**

**INDEX NUMBER: 106.10**

**EFFECTIVE DATE: January 3, 2023**

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**PURPOSE:** To establish and maintain the duties and responsibilities of the Division of Administrative Services (hereinafter Division) Webmaster.

**REFERENCE:** West Virginia Code §15A-2-1 et seq. and §5F-1-7.

**RESPONSIBILITY:** None.

**CANCELLATIONS:** Any previous written or verbal instruction on this subject.

**APPLICABILITY:** All Division employees, to include full-time, part-time, temporary, contractual, and vendors.

**DEFINITIONS:** None.

**POLICY:**

- I. The Director shall designate a division employee to serve as the division Webmaster.
  - A. The Webmaster should have extensive knowledge of website management, analytics, design, best practices and standards, web content management, and applications, and tools used by the division. Depending upon the nature and volume of work involved, and the availability of division resources, the Webmaster's responsibilities may be determined by the Director to be a collateral duty task set, or a separate full-time position.
  - B. The Webmaster shall be the primary contact for all aspects of the division website, handling a range of responsibilities overseeing, for example: website design and development, website and content maintenance, liaison with vendors, personnel from other state agencies, or others regarding the website, assisting employees or others with use of the site, and performs related duties. The Webmaster shall advise the Director concerning compliance with §5F-1-7.

- C. If the Webmaster is a full-time duty, the position will be a direct report to the division Director. If the Webmaster is a collateral duty responsibility, the designated employee shall report to their regular supervisor concerning their primary duties but shall report to the Director regarding all website matters.

**ATTACHMENTS:** None.

**APPROVED SIGNATURE:**  12/16/2022  
**Michael V. Coleman, Director** **Date**