INFORMATION TECHNOLOGY ADMINISTRATOR

Department: Administration   FLSA Status: Non-Exempt
Range: Effective Date: September 1, 2010

General Purpose

Under general direction from the General Manager, to plan, organize, and direct the information technology functions and services of the District; to oversee the acquisition, use and maintenance of information technology equipment and software; to coordinate daily operations of the District's Information Systems technology including networks, communication equipment, personal computers, servers, and related equipment; to provide a variety of system software support; to manage and monitor data and user security; to maintain the District's website; and to perform related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Plans, organizes, directs, and manages District information technology functions and activities.

- Manages and configures District-wide Area Network, Microsoft 2003/2007 network infrastructure, AS400 I series, and Sun guard applications.

- Manages District's electronic and voice communication systems, surveillance systems and access to these systems.

- Selects, supervises, trains, and evaluates assigned programming and operations staff.

- Provides advice and consultation on the development of District information technology systems and software.

- Assists the General Manager and Assistant General Manager with long range planning of District information technology functions, including the acquisition of equipment and software.

- Assists with preparation and fiscal control of the information technology budget; selects and purchases information technology and telecommunications equipment.

- Maintains the proper operation and maintenance of District's information technology equipment.

- Provides training to District staff on acceptable use of technology policies and procedures.

- Works with other District staff to establish priorities for use of information technology resources.

- Coordinates programming, scheduling, and operations to insure maximum resource utilization.

- Plans and designs new applications for the use of information technology resources.

- Updates and maintains the District's Webpage and Intranet including content development and design.

- Keeps records and prepares reports regarding information technology vendors.

- Serves as a liaison between District and information technology vendors.

- Provides support to the Treasurer, Assistant General Manager and General Manager with presentations regarding District information technology functions and services.

- Modifies, develops, and implements policies and procedures as needed to meet the operational needs of the District.

- Coordinates and collaborates with other functional departments to ensure the Information Technology Departments' goals and objectives are properly aligned with those of the District.

- Participates in District safety meetings.

- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Characteristics of a comprehensive effective Information Technology program.
- Principles and practices related to information technology, system security and data systems management and processing.

- Local area network hardware and software, including servers, operating systems, printers, peripherals, terminals and wiring.
- System maintenance and troubleshooting for personal computers and servers in the network including difficult and complex issues.
- Current and pertinent programming languages.
- Current software packages applicable to accounting, customer service, human resources/payroll systems and project management.
- Current Microsoft Office software, server tools and Microsoft Exchange.
- Budget preparation and administration.
- Research techniques, methods and procedures.
- District organization, functions, and policies related to information technology.
- Safe work practices.

Ability to:

- Plan, coordinate and direct a comprehensive information technology program.
- Accurately evaluate and prioritize hardware and software requests.
- Recommend purchase of equipment, services and supplies.
- Analyze, interpret and report research findings.
- Coordinate information technology activities with other District departments and with outside agencies.
- Diagnose, troubleshoot, repair, and maintain District's information technology systems including difficult and complex issues.
- Provide information technology training and support to all District personnel.
- Assist other staff in identifying information technology solutions.
- Select, train and evaluate subordinate technical personnel.
- Analyze problems, identify, recommend, and implement solutions.
- Work successfully with contract management systems, database software, human resource systems, internet software, financial systems and project management software.
- Establish and maintain cooperative working relationships with others.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

<u>Minimum Qualifications</u>

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A bachelor's degree from an accredited college or university in computer science, information systems/technology, business administration, or a related field; and

Experience:

A minimum of four (4) years of progressively responsible experience working with networks, servers, operating systems and personal computers. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education).

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Must possess a Cisco Certificate in Network Administration (CCNA).

Must possess a Microsoft Systems Certified Engineer (MSCE) Certification.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306
Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.