

## **JURUPA COMMUNITY SERVICES DISTRICT INFORMATION TECHNOLOGY ADMINISTRATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the supervision of the Director of Finance, plans, develops, tests and documents computer programs. Performs complex system designs and modifications; designs, installs, configures and troubleshoots computer networks and associated equipment. Performs related work as assigned.

### **CLASS CHARACTERISTICS**

This position under general direction will take complex projects as assigned from initial concept through system design, specification, and implementation. These projects will consist of computer programming projects, network design, security planning and administration, and enterprise software specification, research and selection to meet the current and future needs of the District.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develop and maintain computer application programs in cooperation with end users to solve particular business problems.

Perform complex system design and modifications; administer computer systems users, connections, and networking settings.

Develop and maintain network security systems and procedures.

Perform complex systems design and modifications; configure, monitor and diagnose problems with backup and restore operations; perform disaster recovery planning and operations.

Research and specify computer workstation hardware and software for new purchases.

Prepare new computer workstations for use with District network and install necessary software; install and maintain software on existing computer workstations.

Implement new technologies as necessary allowing the District to keep up with industry trends; work with others to obtain knowledge of District user's activities.

Work cooperatively with other users, employees, department managers, outside vendors and customers.

Assist in the preparation of the departmental budget as it pertains to Information Technology.

### QUALIFICATIONS GUIDELINES

#### Knowledge and Skills:

Thorough knowledge of computers, peripherals, and network equipment; systems; procedure analysis and development; principles and practices of database design and administration; Microsoft Windows XP Professional SP2 and Microsoft Windows Server2003.

#### Education and/or Experience:

A Bachelor's degree in computer science or information technology systems, or a closely related field, with at least four years of progressively responsible information systems experience, or an equivalent combination of training and experience.

#### Physical Requirements:

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; interact with District managers, supervisors and staff; use office equipment such as computer terminals, copiers, ten key adding and FAX machines; sit for extended periods of time; bend, stoop and lift up to 20 lbs.; have hearing and vision within normal ranges.

#### Special Requirements:

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA/Exempt

Range 103 \$6250 - \$7597

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