

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: INFORMATION TECHNOLOGY ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and administer Systems Analysts and/or Network Analysts, including network analysis and user support. Work involves assessing and evaluating systems and applications to satisfy business needs. Coordinates activities of District information technology consultants or programmers as required by project scope. Classification typically reports to Manager of IT.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, organizes, and analyzes existing information technology hardware and software. Evaluates and recommends new technologies to ensure business requirements are satisfied. Oversees technical and network support, user training and assistance throughout the District.

Directs the investigation, analysis, and solving of daily computer system problems, utilizing available internal technical resources and technical specialists as required.

Maintains system security and protocol by detecting and identifying improper use of computer systems. Develops user code and password schemes for user access to data. Coordinates the activities of system users, subordinates, consultants and vendors to insure system integrity and operational accuracy.

Evaluates requests for service from user departments to determine the scope, cost, business benefits and scheduling of requested services. Develops and maintains consistent testing procedures, documentation and user concurrence to minimize system problems and errors.

Defines all of the project scopes, goals, and deliverables that support the District's business goals. Directs and manages development of assigned projects. Develops project plans including a timeline, staffing requirements, needed skill sets and technology requirements. Communicates project expectations to team members and stakeholders. Identifies and resolves issues and conflicts with team members and stakeholders.

Assists with the preparation of the budget as it relates to the District's computer infrastructure; monitors budget expenditures.

Trains and counsels employees. Administers union contract language and oral warnings and recommends higher-level discipline. Assists in employee selection.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science or closely related field; supplemented by minimum five (5) years previous experience and/or training that includes information technology; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to act as a first-line supervisor to a group of employees typically involving assigning and reviewing work and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.