

South Jordan City

Job Description

Title: Systems Administrator
Org: 100310
Pay Grade: 16

Effective Date: 2/1/16
FLSA: Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of system administrative, operational, and technical duties related to organizing and implementing the city-wide information technology systems. Ensure safety and security of sensitive city data. Ensure the appropriate usage of information systems among employees by enforcing standards, policies and procedures. Assist in providing technical knowledge to junior staff members.

SUPERVISOR

Chief Technology Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Coordinate with Information Technology staff for other government agencies, and VECC.

Ensure compatibility of new technology with existing technologies.

Ensure proper software licensing documentation of standardized city-owned software.

Oversee major maintenance scheduling.

Maintain an accurate asset inventory evaluation of information systems / communication-related equipment.

Oversee deployment of city-owned software for optimum maintainability.

Provide regular project and task status updates and advises appropriate departments and individuals of potential problems or delays.

Research and attend periodic technical training to maintain knowledge of technological advances.

Research and propos major and minor system upgrades to maintain compatibility with technological advances.

Responsible for enterprise applications database and hardware operations as assigned.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor’s Degree in computer science, information management, or a related field;

AND

B. Four (4) to five (5) years of related work experience

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills and Abilities:

Advanced principles and operating procedures of computer systems and related equipment; personal computer hardware and software products, Must be experienced with common Microsoft Office Applications. Proven trouble-shooting techniques; Must have technical experience with local area networks (LAN) and wide area networks (WAN); Must understand network protocol & communication concepts; Must be familiar with data back-up and security concepts; Should understand common printing technologies; Should be familiar with voice communications systems such as Inter-Tel switches. Must be familiar with the setup and configuration of Cisco routers and firewalls. Must be experienced working with Windows Active Directory. Knowledge of the following is preferred: MS SQL, VMware, MCSE (Microsoft Certified System Engineer), Microsoft Windows Servers.

Must display effective oral / written communication skills; Must possess strong problem solving skills; Must display leadership and organizational skills; Must be able to multi-task and manage time effectively under minimal supervision; Must be self-motivated; Should be able to recognize work-flow inefficiencies, recommend, and be able to plan and implement effective solutions; Should be supportive of team goals and be able to work in a team environment.

Ability to work quickly and accurately under time pressures to meet deadlines; Ability to develop and maintain effective work relationships with elected officials, professionals, and fellow employees.

4. Working Conditions:

Incumbent of the position provides service to five City facilities. Tasks require a variety of physical activities, involving limited muscular strain, such as lifting & transporting small electronic equipment, stooping, crawling, sitting, reaching, twisting, talking, hearing and seeing. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and guided problem solving. Frequent local travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Professional
Location:	Information Services	EEOP Class:	Professional
Group/BU:	General Pay Plan	Tech-Net Match:	