

## City of Neptune Beach Job Description

		(Completed by HR)
Job Title:	<b>Information Systems Administrator</b>	New: <input type="checkbox"/> Recl: <input type="checkbox"/>
Reports to (Title):	Finance Director	Job Code: 0200
Department/Division:	Administration & Finance	Grade: 600
		FLSA: Exempt

### GENERAL SUMMARY:

The work requires independent judgement and application of information technology systems. The work additionally requires control of occupational license software programs. Performs professional and technical work in the operation and implementation of computer network and automated systems. Responsible for performing analysis and directing and participating in the overall implementation of the City-wide information strategic plan. Under the General Supervision of the Finance Director.

### DUTIES AND RESPONSIBILITIES:

- Institute protocols for the use of IT across departments and projects.
- Implement new or revised policies, procedures or rates as required.
- Assist with system implementation and upgrades; analyze modifications requested; monitor systems operation and use; instruct employees in the use of standard applications
- Maintain equipment inventory and documentation; perform back-up procedures according to approved policies and standards.
- Test data processing programs and systems.
- Train users in the operation of new or modified systems and programs; answer questions on an ongoing basis.
- Design new data processing systems, applications, programs, procedures, and forms used with applications.
- Participate in the development and administrations data processing security systems, data verification methods and standards, and data storage and deletion; develop and administer the data processing disaster recovery plan
- Operate the system and run reports and other output utilized by employees.
- Develop and manage the overall information technology strategic plan for the City to improve and enhance the provision of services.
- Review, develop, and enforce information system standards, policies, and procedures within approved City standards.
- Identify user requirements, evaluate software alternatives and make recommendations for the selection of software/hardware.
- Resolve system errors or failures including hardware, software, and procedures.
- Provide technical leadership and direction in ensuring the successful integration of new methods and technologies with existing application systems.
- Manage the daily operations on the City's information system, perform system analysis, and coordinate with application software programmers for updates and program changes.

### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the English language and the demonstrated competency to communicate both verbally and in writing.

Ability to analyze and solve problems. Ability to deal diplomatically and effectively with the public, elected officials, and other employees. Ability to analyze and solve problems. Ability to deal with public relations situations effectively, courteously, and tactfully. Ability to analyze work systems and processes, and organize their components into logical systems. Ability to plan, coordinate, and direct the work of outside vendors working on the City's information system. Ability to use the Internet for downloading system and application software upgrades or program changes. Ability to express ideas effectively. Ability to maintain effective working relationships with users. Ability to lift 45 pounds for moving computer-related equipment and supplies such as cases of paper.

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## EDUCATION AND EXPERIENCE:

Must have at least a high school diploma or equivalent. Ten (10) years of experience in Information Technology is highly desirable. Must be able to obtain criminal justice information clearance.

## LICENSES AND/OR CERTIFICATES:

Must possess a current and maintain a valid Florida drivers' license. Microsoft Certified Systems Engineer preferred but not required.

## WORKING CONDITIONS:

*The physical conditions that apply to the Worker in this job are described as follows:*

- None: The worker is **not substantially exposed to adverse environment conditions**: job likely consists of typical office work or administrative work.
- The worker is subject to **inside environmental conditions**: protection from weather conditions but not necessarily from temperamental changes (i.e. warehouses, covered loading docks, garages, etc).
- The worker is subject to **outside environmental conditions**: no effective protection from the weather.
- The worker is subject to **extreme cold**: temperatures below 32 degrees for periods of more than one hour.
- The worker is subject to **extreme heat**: temperatures above 100 degrees for periods of more than one hour.
- The worker is subject to **noise**: there is sufficient noise to cause the workers to shout in order to be heard above the surrounding noise level.
- The worker is subject to **vibration**: exposure to oscillating movements of the extremities or whole body.
- The worker is subject to **hazards**: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
- The worker is subject to **atmospheric conditions**: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases or poor ventilation.
- The worker is subject to **oils**: there is air and/or skin exposure to oils and other cutting fluids.
- The worker is required to wear a **respirator**.

## PHYSICAL ACTIVITIES:

Essential physical activities:

- |   |  |   |  |   |   |
|---|--|---|--|---|---|
| <input type="checkbox"/> Climbing                     | <input type="checkbox"/> Balancing           | <input type="checkbox"/> Stooping           | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Crouching | <input type="checkbox"/> Crawling           |
| <input checked="" type="checkbox"/> Reaching          | <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Walking | <input type="checkbox"/> Pushing             | <input type="checkbox"/> Pulling              | <input checked="" type="checkbox"/> Lifting |
| <input checked="" type="checkbox"/> Fingering         | <input type="checkbox"/> Grasping            | <input type="checkbox"/> Feeling            | <input checked="" type="checkbox"/> Talking  | <input checked="" type="checkbox"/> Hearing   | <input checked="" type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Repetitive Motion |  |   |  |   |   |
| <input type="checkbox"/> Other (list):                |  |   |  |   |   |

## MATERIALS AND EQUIPMENT:

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Machines, tools, equipment, electronic devices, software, etc. used by position:

- Camera/photographic equipment
- Cleaning supplies
- Commercial vehicle
- Data processing equipment
- Handcart
- Hand tools
- Headset
- Office equipment (desk, chair, phone, etc.)
- Office machines (copier, facsimile, calculator, cash register, etc.)
- Office supplies (pens, staplers, pencils, etc.)
- Packaging materials (boxes, shrink wrap, etc.)
- PC equipment (monitor, keyboard, printer, etc.)
- PC software
- Public safety equipment (firearms, radar, radio, mobile video systems, etc.)
- Other (list): Dictaphone, scanner

**DISCLAIMER:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

### For Office Use Only

Initial Date: January 3, 2017

Revision Date: **December 27, 2017**

Previous Revision Date:

Previous Title: