

ORGANIZATION:	City of Sherwood	DATE: 2008
LOCATION:	Sherwood, Oregon	
DIVISION:	Administration	
DEPARTMENT:	Information Technology	
FLSA STATUS:	Exempt	
JOB TITLE:	System Administrator – Pay Group D	

PURPOSE OF POSITION:

Provide overall administration of the City's computerized resources, including planning, budgeting, programming, technical assistance, purchasing and maintenance.

ESSENTIAL JOB FUNCTIONS:

Serve as the City's Systems Administrator; monitor and maintain all City systems and troubleshooting issues that arise. Optimize systems to ensure proper and efficient performance. Monitor equipment condition and maintain in working order.

Plan and consult with City departments regarding future automation needs. Evaluate capabilities of current and new systems and prepare annual automation plan and budget. Research, evaluate, select and install computer software and hardware.

Assist with administration of hardware and software maintenance contracts and approval of software and hardware purchases.

Assist in the analysis and design of the network and communications systems for the transfer of data, voice and video information.

Provide technical assistance/advice to City departments in all areas of Information Technology.

Set up and maintain the user account structure for access to the network. Monitor and maintain the City's email systems.

Assist City vendors and contractors with technology additions, upgrades and/or enhancements.

Work with IT staff to develop and/or modify computer applications and programs to satisfy requirements of City departments. Test and debug new programs to ensure proper operation.

Assist in the development of all IT policies and procedures including systems security policies and disaster recovery plan. Assist IT Manager to assure policies are followed.

Maintain system security, backups, and disaster recovery plan for all City systems. Administer the testing of those backups to ensure integrity.

Assist in the video taping and production of City events for broadcast on the City's cable system.

Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

Assist IT manager with Sherwood Broadband tasks as needed.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of computer science discipline, data processing systems, high level programming languages, systems analysis and design, network administration, PC applications software, and automation planning. Equivalent to a four-year university education in computer science and over two years experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: A+ and/or Microsoft certifications.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at meetings requires working after normal business hours.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the direction of the IT Manager.