



IS Administrator

Department/Division:	Administration
Reports To:	Assistant City Manager or Finance/IS Manager
Provides Direction To:	Administrative support and/or technical positions

GENERAL PURPOSE

Under administrative direction, performs a variety of professional-level technical and analytical tasks in maintaining the City's information system including LAN servers, personal computers, system printers, telephone system, document imaging, WEB page and various software; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The IS Applications Analyst performs a variety of professional-level, technical and administrative duties that encompass a variety of information services. A primary responsibility is to assist in maintaining the City's information systems and database records. This classification is distinguished from the Administrative Assistant by the greater level of judgement exercised, difficulty of work assignments, technical knowledge and formal education that is needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 this position.

1. Assists in the maintenance of the City's information system to include: forecasting budget needs, purchasing, installation of hardware and software, training, upgrades and repairs.
2. Manages and evaluates information services programs, including some of which may involve consultants and service providers.
3. Maintains and manages the City's document imaging system.

4. Organizes and conducts administrative and management studies and surveys and prepares a variety of reports, correspondence and other materials.
5. Troubleshoots and resolves questions related to databases, applications and programs.
6. Coordinates work being performed by vendors and consultants.
7. Assists in the training of staff relative to data needs and system applications.
8. Prepares contract documents and assists in the administration of contracts.
9. Assists in the supervision and training of department administrative support staff.
10. May represent the department and the City at various internal and inter-agency meetings.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, practices and methods of administrative and organizational analysis; principles of computer technology and system analysis; functions and operations of an IBM AS400 mainframe system, local area network (LAN), personal computers, document imaging, WEB page design and maintenance and various software applications; effective business communications and correct English usage, including spelling, grammar and punctuation.

Ability to:

Analyze and solve problems related to information systems and data applications; evaluate alternatives and reach sound conclusions; collect; prepare clear and concise reports, and other written materials; maintain accurate records and files; coordinate multiple projects and meet critical deadlines; exercise sound judgment within established guidelines; communicate clearly, concisely and effectively, orally and in writing; establish and maintain effective working relationships with staff, management, and public and private representatives; operate computer-based word processing, records management, spreadsheet and database management software.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Three years experience maintaining and operating local area network, personal computers, document imaging and a variety of software.

Education: Equivalent to Bachelor's Degree public administration, business administration, computer science or a closely related field.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.