TAHOE CITY PUBLIC UTILITY DISTRICT
Job Description

Job Title: **Information Systems and Technology Administrator**
Department: **Governance & Administrative Services**
Supervised By: **Chief Financial Officer**
FLSA Status: **Exempt**
Revised as of: **January 2019**

JOB SUMMARY

To plan, implement, coordinate and administer the District's information systems resources and infrastructure; to manage all aspects of the programs' structures and designs for effective use; and to provide strategic planning, project management, implementation and support for technology infrastructure and projects throughout the District.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Financial Officer.

Exercises technical and functional supervision over assigned technical personnel.

ESSENTIAL FUNCTIONS

The duties listed 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 the position.

- Develop and implement District's information systems and technology goals, objectives, policies and procedures.
- Collaborate with District departments to implement information systems technologies and processes to improve operational efficiency.
- Prepare and monitor information systems-related budget items as related to staffing, equipment, software licensing/maintenance, materials and supplies.
- Direct, oversee and participate in the development of the information systems and technology work plan; assign activities, projects and programs, monitor work flow; review and evaluate work products, methods and procedures - both of assigned staff and/or outside consultants.
- Manage the District's technology infrastructure; including servers, workstations, printers, network equipment, telecommunications equipment and audio-visual equipment.
- Manage all aspects of the District's network and technology security systems, including firewalls and other cyber security systems.
- Administer the District's email system and website system.
- Administer the District's enterprise software systems, to include: continuous improvement, license management, negotiation and purchase, and end user support and training.

- Evaluate current District technology and databases; evaluate and recommend software and hardware acquisition.
- Serve as a technical resource to District departments, including providing assistance and training in the proper use of information technology and information systems.
- Prepare requests for proposals; negotiate and administer professional services and maintenance contracts and oversee the work of contract staff.
- Conduct studies, analyze data, make recommendations and prepare reports and presentations on a variety of subjects.
- Supervise assigned staff or contracted information technology consultants.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Prepare District reports and presentations utilizing appropriate computer software.
- Manage the development, updates, implementation, and testing of a comprehensive information technology disaster recovery plan.
- Manage a comprehensive, secure backup system for District computer systems and data.
- Manage specific phases of assigned District capital and/or non-capital project implementation.
- Attend and participate in public and internal meetings.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. **Knowledge of:**
   - Principles and practices of information systems and technology.
   - Microsoft Active Directory and Structured Query Language (SQL) Server administration.
   - Esri Geographic Information Systems (GIS) software administration.
   - VueWorks Computerized Maintenance Management Systems (CMMS) software administration.
   - Laserfiche Enterprise Content Management System software administration.
   - Alloy Navigator Help Desk/IT Asset Management software administration.
   - Modern developments, current literature and sources of information regarding information technology, cyber security, GIS, CMMS and other information systems.
   - Principles and practices of project management.
   - Computerized database structure, design and operation.
   - Principles and practices of employee supervision and training.
   - Modern office practices, methods, and computer equipment.
   - Principles and practices of customer service.
   - Safe work practices.

2. **Ability to:**
   - Organize, implement and conduct the information systems and technology operations and activities of the District.
   - Identify and understand various District departmental work processes and procedures; identify, design, and implement software solutions designed to improve processes and increase efficiencies.

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Successfully develop, control, and administer divisional budget and expenditures.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate a personal computer in a workgroup server environment, including proper file management.
- Effectively utilize standard office software (spreadsheet, word processing, database, email, calendar and others) at an advanced level.
- Explain projects, regulations and procedures to District Board and staff, consultants, contractors, developers, the general public or representatives of other public agencies.
- Lead, supervise, and train assigned staff in an effective and positive manner.
- Interpret and apply safety rules and regulations to work assignments.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. **Education and Experience Requirements:**
   Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

   Education: Equivalent to a Bachelor's degree from an accredited college or university in computer science, information systems management, business administration or a related field.

   Experience: Five (5) years of increasingly responsible professional experience in the administration or management of an information systems operation.

2. **Certification & Licensing Requirements:**
   - Possession of appropriate and valid driver's license and driving record that complies with District policy.

3. **Other Special Requirements:**
   - Advanced knowledge of computer systems administration, network infrastructure, and enterprise software administration.

WORKING CONDITIONS

Work is primarily performed in a typical temperature controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: *Ramona Cruz*   **Date:** April 5, 2019

Classified by: *Ramona Cruz*   **Date:** April 5, 2019

Approved by: *Sam Barclay*   **Date:** April 5, 2019