



respect - Communication - Integrity - Teamwork - family

INFORMATION SYSTEMS ADMINISTRATOR

DEPARTMENT/DIVISION: Finance/ Information Systems

GRADE: NR-8

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: Feb 1, 2013

SUMMARY

Under the general direction of the Information Systems Manager this position performs a variety of maintenance, evaluation, installation and training tasks citywide to enable users to maximize productivity. Assists in the planning and development of network resources. Performs related duties as assigned.

EXAMPLE OF DUTIES

Depending on the assignments given to each System Administrator duties may include but are not limited to the following:

Evaluates and/or recommends purchases of computers, network hardware, peripheral equipment, and software; provides technical consulting services to department/ organization regarding use of computers and networks to satisfy business needs.

Installs, configures, and maintains personal computers, file servers, ethernet networks, audio visual equipment, printers and other related equipment, devices, and systems; adds or upgrades and configures modems, disk drives, data acquisition boards, CD ROM units, and related equipment.

Performs and/or oversees software installation, and upgrades, data backup procedures; maintains site licenses for department/organization. Maintains database of installed equipment.

Plans and implements network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, and file system integrity, and adding and deleting users.

Troubleshoots networks, systems, and applications to identify and correct malfunctions and other operational difficulties, including telephone systems.

Develops and conducts various training and instruction for system users on operating systems, relational databases, and other applications; assists users in maximizing use of networks and computing systems.

Maintains and updates Police Department website.

Install, download and maintain in-car cameras; maintain/repair 2-way mobile/personal communication devices; install and maintain GPS for in-car use; maintain and download Taser, and in-car camera video; and install, maintain and administer Compstat (crime tracking software).

Maintains security access control, identification badging system and audio video surveillance systems.

Serves as administrator for electronic mail, Internet/Intranet access, voice mail, telephone system and web site. The employee has access to matters of a confidential nature including legal matters, Union negotiations, personnel records, etc. and must treat the information with the upmost professional confidentiality.

LEASO-Department of Justice appointed officer to ensure compliance to DOJ rules for physical and logical security. Liaison between local agency and federal and state agencies.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or experience:

Bachelor's degree (B.S.) from an accredited college or university in computer science or information systems and three (3) years of increasingly responsible experience in network administration, installation and maintenance of operating system software, and troubleshooting personal computer and network hardware and software. Work experience above the required three (3) years may be substituted on a year for year basis for each year of education.

LICENSE/CERTIFICATIONS

Valid Oregon Driver's License.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen and a police background investigation.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

A range of computer networking systems and languages; available computing and/or network hardware and peripheral equipment; federal copyright laws as they pertain to the use of computer software; computer and/or network security systems, applications, procedures, and techniques; current technological developments/trends in area of expertise. Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems.

Skill in:

Organizing resources and establishing priorities.

Ability to:

Install, configure, and maintain personal computers, networks, and/or related hardware and software; communicate technical information to non-technical personnel; identify and resolve computer system malfunctions and operational problems; provide technical guidance and training to end users; make recommendations on the cost and effectiveness of projects; read and interpret documents such as work orders, statutes, regulations etc.; communicate effectively verbally and in writing; effectively present information and respond to questions from the public; perform mathematical computations; maintain and prepare records, reports and correspondence; operate a variety of appliances and equipment; establish and maintain effective working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

The work is performed in a temperature-controlled, well-lit office. The noise level in the work environment is usually quiet.

Position is exposed to graphic content when assisting Police officers.

Position may include 24 hour day/seven days a week availability for occasional urgent situations.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

