



## **Assistant Information Technology Administrator I**

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**SALARY:** \$47,927.00 - \$63,903.00 Annually

**DIVISION:** Administration

**DEPARTMENT:** Information Technologies

**OPENING DATE:** 02/04/19

**CLOSING DATE:** 02/22/19 11:59 PM

**SUMMARY:**

Organizes, manages, and coordinates work of the Information Technology department, administers and maintains Agency-wide network, operating systems, data and voice administration and computer operations support that provides an efficient, reliable and robust infrastructure for business operations and sharing of information and applications across the organization; and performs related duties as assigned.

**DUTIES & RESPONSIBILITIES:**

1. Plans and organizes work with staff; participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, process, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Maintains a high performance, customer service oriented work environment that supports achieving the Agency's mission, strategic goals and core values.
3. Manages, integrates, and participates in the design, development, installation, maintenance and support of an effective, reliable operating infrastructure to promote the sharing of information and operations; develops technology policies, procedures, goals and objectives consistent with the Agency's strategic plan; maintains configuration and performance standards for the Agency's network; monitors or oversees the monitoring of system and network performance; implements information systems processes and protocols to ensure data accuracy, security and legal and regulatory compliance.
4. Analyzes network and server capacity and growth requirements and recommend upgrades and enhancements to meet long-term Agency needs; serves as project leader and manages upgrades and conversion; develops and recommends disaster recovery and business continuity plans.
5. Manages and participates in the delivery of network, computer operations, voice and data support services to all departments; coordinates activities with other departments to optimize use of existing hardware and software and to design and evaluate new systems solutions; oversees maintenance, upgrade and modification of the hardware and software infrastructure to ensure operations meet enterprise requirements.
6. Develops a broad understanding of Agency business, service delivery and operational requirements; takes initiative to seek out IT approaches and solutions to business needs; informs Agency executives on industry trends and technology developments; participates in the assessment and analysis of business requirements and the development and maintenance of technology tools to meet such requirements effectively; participates in design reviews.
7. Consults with department managers regarding functional operations and current and anticipated information systems requirements to determine scope and priorities of information technology projects, system capacity, feasibility of alternative conceptual approaches to meeting requirements and equipment acquisitions.
8. Serves as an Agency corporate information security administrator; administers multiple firewalls to prevent security breaches; monitors network/server intrusion detection systems; conducts

vulnerability assessments and identifies areas for improved security management; develops, recommends, implements and manages a variety of security management systems and tools, including anti-virus software and web content filters.

## **MINIMUM QUALIFICATIONS:**

- Bachelors in Computer Science, management information systems or a closely related field
- Five years of progressively responsible work experience in the design, installation and management of information systems, hardware and network/operating systems infrastructures
- Communicate clearly and effectively, orally and in writing
- California Driver License Class C and the ability to maintain insurability under the Agency's insurance policy

## **SUPPLEMENTAL INFORMATION:**

**Disclaimer:** This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

All applicants are subject to SunLine Transit agency employment requirements, including our Physical. Drug and Alcohol testing program and Background check.

**Nepotism Policy:** Recruitment shall be conducted consistent with the Agency's nepotism policy, which is available upon request by contacting Human Resources at 760-343-3456, ext. 1609.

SunLine Transit Agency reserves the right to select the best qualified of the persons applying for vacant positions.

## **AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.sunline.org>

Position #1800066

ASSISTANT INFORMATION TECHNOLOGY ADMINISTRATOR I

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32505 Harry Oliver Trail  
Thousand Palms, CA 92276  
760-343-3456 X1609

[hrinfo@sunline.org](mailto:hrinfo@sunline.org)

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