Information Technology Administrator

SALARY:	$52,720.00 - $70,293.00 Annually
DIVISION:	Administration
DEPARTMENT:	Information Technologies
OPENING DATE:	02/04/19
CLOSING DATE:	02/15/19 11:59 PM

SUMMARY:

Engaged in developing, enhancing, administering and maintaining Agency-wide network, operating system, 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. Information Technology Administrator is responsible for managing and integrating the work of Agency staff, outside consultants and contractors engaged in designing, developing and maintaining the Agency-wide technology infrastructure to meet Agency business, service delivery, operating and productivity improvement requirements. The incumbent is responsible for ensuring the effective planning and completion of multiple technology projects while ensuring stable, reliable and efficient network, operating system and database performance for internal and external customers. The incumbent serves as the Agency's information security administrator and is responsible for disaster recovery and business continuity planning.

DUTIES & RESPONSIBILITIES:

1.   Plans, organizes and evaluates the work of assigned staff, contractors and consultants; with staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, 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.   Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the Agency's human resources policies and procedures.

3.   Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the Agency's mission, strategic goals and core values.

4.   Manages, integrates, oversees 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.

5.   Analyzes network and server capacity and growth requirements and recommends upgrades and enhancements to meet long-term Agency needs; serves as project leader and manages upgrades and conversions; develops and recommends disaster recovery and business continuity plans.

6.   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.

7.	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; manages and participates in the assessment and analysis of business requirements and the development and maintenance of technology tools to meet such requirements effectively; leads and participates in design reviews and makes decisions on system architectures and hardware/software components.

8.	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;

9.	Serves as the Agency's 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:

- Graduation from a college or university with a major in computer science, management information systems
- Five years of progressively responsible experience in the design, installation and management of information systems, hardware and network/operating systems infrastructures
- Two years of which were in a supervisory or project leader capacity
- A valid Class C California driver's 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 EMPLOYE

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.sunline.org

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760-343-3456 X1609

hrinfo@sunline.org

Position #1800073
INFORMATION TECHNOLOGY ADMINISTRATOR
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