

Menlo Park Fire Protection District

INFORMATION TECHNOLOGY SPECIALIST

(Non-Safety, full time, Non-Exempt, unrepresented confidential, benefited position)

Class Description

DEFINITION

Under general supervision, performs a variety of technical duties in support of the District's management information system; provides technical desktop support to users; troubleshoots hardware and software problems associated with the District's computers, telecommunication and security systems, and related equipment; installs hardware equipment and software applications; performs network back-ups; assesses user training needs and trains users in effective use of applications; makes recommendations regarding hardware and software acquisitions; performs database administration; may provide the District with administrative support in other areas as needed; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision by the Information Technology Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level and specialized class in the information technology series that performs a wide variety of technical support duties related to the District's computer, telecommunications and security systems, and related equipment. Responsibilities include troubleshooting hardware and software applications, assuring the security of District personal computers, assisting in the implementation of new software and/or hardware, and the overall maintenance of user accounts. This position may be assigned to perform administrative and technical duties in the support of other District functions as needed. This class is distinguished from the Senior Information Technology Analyst in that the latter is a professional-level class, has a higher-level technical and administration responsibilities, and requires a four-year-degree.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Moves and sets up workstations, including supplying computer terminal, data connection, and telephone; builds personal computer systems from parts; installs desktop equipment, software, and network operating systems; installs emulation software and wiring connections to the District's network; installs, maintains, and troubleshoots voice connections, cabling, instruments, and switches; tests and certifies each installed connection, including cellular phones, personal digital assistants, and pagers; works with various vendors to support these systems.
2. Identifies, prioritizes, and resolves system and technology problems including hardware, software, peripherals, telecommunications, and networks to mitigate downtime; performs diagnostic testing; repairs equipment; establishes a maintenance schedule.
3. Installs and supports new hardware and new and/or upgraded versions of software applications.
4. Performs routine tasks of local area network (LAN) and wide area network (WAN) administration; assists users in LAN and WAN procedures and programs and in efficiently accessing network resources.

5. Communicates and interfaces with end users; instructs end users concerning computer systems and software applications.
6. Builds, configures, and implements application servers; performs systems backup for servers.
7. Designs, develops, and creates custom maps for informational purposes; modifies, creates and prepares Geographic Information Systems (GIS) data; interprets spatial data according to project specifications and distributes data for public consumption; designs GIS data structures within a relational database management system; develops GIS data collection protocols and coordinates data collection efforts with the District.
8. Assists users with operational questions or problems and in the use of computer software applications related to specific unit activities; provides new user training and ongoing support to keep all end users apprised of changes and upgrades to department computer systems and databases.
9. Researches, analyzes, designs, and implements changes to departmental databases and other programs.
10. Serves as a technical resource for maintaining, enhancing, and upgrading the department's current and long-term computer system operations.
11. Develops, tests, modifies, and implements report writing applications for departmental use.
12. Researches and tests available computer products, analyzing the relevance of different types of software and balancing against unit functions and requirements.
13. Coordinates with other staff to resolve problems with system applications; works with software providers to accomplish specific maintenance and modifications.
14. Researches, evaluates, and purchases computer equipment and supplies; maintains inventory; tracks and receives a variety of computer systems and telecommunications equipment, software applications supplies, training materials, and related needs adhering to established purchasing policies.
15. Enforces information technology operational policies and procedures.
16. Services existing electronic equipment requiring repair or complex preventive maintenance; performs scheduled upgrades to existing personal computer systems.
17. Evaluates wiring needs of new offices and office remodeling; advises contractors of desired wiring configuration.
18. May perform technical and administrative duties to support other areas of the District such as finance and human resources; examples of duties may include support of accounts payable, accounts receivable, payroll updates regarding compensation and benefits data, and the proofreading for accuracy of accounting data in documents and reports such as the Comprehensive Annual Financial Report (CAFR) and Budget Report.
19. Stays abreast of current trends and developments in the field of computer software programs and networking systems on a variety of hardware operating systems.
20. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applications and functions of computer hardware, software, and peripheral devices.
- Theory and design of information technology.
- Principles of database management and systems development.
- Netware, Windows, and Unix operating systems; local area network (LAN) and wide area network (WAN) design, operations, and support, such as printers, modems, scanners, CD ROM's, routers, switches, and other network devices and various applications.
- Computer and peripheral equipment maintenance methods and procedures.
- Modern office practices, methods, and equipment.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Analyze, diagnose, and troubleshoot information technology networks, servers, and systems and workstation hardware and software using logic to solve problems.
- Operate, install, maintain, configure, and troubleshoot a variety of highly technical computer equipment and peripherals.
- Analyze and evaluate data, formulate proposals, and implement computer system plans.
- Establish and maintain a computer maintenance schedule.
- Write system procedures.
- Learn to use new and existing software and hardware.
- Present effective training programs and train users in the application and use of computer hardware and software.
- Compose clear and concise correspondence and reports.
- Understand and follow oral and written instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate of Arts degree in computer science, information systems, data processing, or a related field and four (4) years of progressively responsible experience performing computer system installation and support. The four (4) required years of experience should include at least two (2) years in the computer network field in a role responsible for the identifications and repair of local and wide area networks. Additional education may be substituted for up to one (1) year of the required experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and

file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Approved: September 20, 2011

Revised Date: June 2013

Former Titles:

Abolished:

Bargaining Unit: Unrepresented Confidential

ADA Review:

DOT:

Physical: Class

Status: Non-Exempt

EEOC Category:

Job Code:

Resolution #: 1658-2013

Resolution Date: August 20, 2013