

<p style="text-align: center;">Franklin County Position Description</p>
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Position Title: **Information Technology Systems Administrator** Department: Commissioners

Reports To: County Clerk and/or Commissioners

Date: February 2015

GENERAL SUMMARY:

The Systems Administrator manages, plans, install, troubleshoots, services and repairs all Technology Information Systems for Franklin County, which includes five physical locations. Also provides connectivity support to local law enforcement agencies and the Communications Center. This position is the only Information Technology staff position for the County.

ESSENTIAL JOB FUNCTIONS:*

- Manages and maintains all Technology Information Systems for Franklin County, as well as providing connectivity support to local law enforcement agencies; ensures 24/7 systems availability and accurate data reporting which are critical to protect the safety of law enforcement personnel and the public.
- Provides law enforcement (public safety) data administration.
- Ensures data security associated with all County Technology Information Systems.
- Coordinates the activities of outside vendors and assists with the planning, design, research and acquisition of new or upgraded network, hardware and software systems; maintains current knowledge of hardware, software and network technology and recommends modifications as necessary.
- Provides Desktop Support, including maintaining, repairing and upgrading, for computers, networks, printers, peripherals and software.
- Manages user accounts (such as email, domain, database, and VPN), including creating new user accounts, monitoring and changing account privileges, and closing accounts for terminated employees.
- Provides support documentation, including procedural documentation.
- Assists in developing, implementing, and administering computer policies to ensure the consistent, efficient, and effective operation of information technology systems throughout the County.
- Provides training to users on systems and applications.
- Serves as primary contact with information system vendors for resources necessary to keep the County network and computer resources functioning properly.

- Deals with other County departments, officers and administrators of the Franklin County Sheriff's department, District Attorney's office, Communications Center as well as participating agencies and organization regarding changes in the computer system.
- Uses computer hardware of various models and brand names, Sun Solaris, Linux, Windows XP, Windows Server, and various networking protocols.

OTHER DUTIES AND RESPONSIBILITIES:

- Assists departments with budgeting for technology.
- Provides support for the jail camera system.
- Assist local law enforcement agencies with connectivity to County resources.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Experience and Skill Requirements: The following experience and skills are considered essential:

- A minimum of five years of experience managing and maintaining IT systems as a Systems Administrator or similar position.
- Must have the ability to exercise independent judgment in following appropriate procedures and policies, and in prioritizing multiple tasks in available time.
- Must have the ability to communicate verbally, including public speaking skills, and in writing at a high level.
- Must have the ability to withstand the job-related stress and dangers.
- Knowledge of the principles and practices of ethical and professional conduct.
- Have no criminal record and be willing to submit to both psychological and polygraph examinations.

Education Requirements: The following education requirements are considered essential:

- The completion of two years of college-level coursework in computer science or information technology and two years of general computer installation, maintenance and repair experience;
- Familiarity with network security theories and practices; with preference given to GIAC certification.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

PHYSICAL REQUIREMENTS:

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

The employee must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry objects weighing up to 50 pounds, the ability to engage in repetitive motions of the hands, wrists or fingers, and the ability to stand or sit for extended periods of time; vision to read printed materials and a computer screen; ability to speak, read and write, ability to see including color, depth perception, and or clarity, and hearing to communicate in person and over the telephone. At times, work involves climbing, crouching, crawling, bending, stooping, as well as pushing, pulling or dragging objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There is regular physical and/or mental stress involved with handling unexpected computer problems of a critical nature, which may directly impact public safety, and managing multiple projects with deadlines.

CONFIDENTIALITY AGREEMENT:

This position requires the signing of a confidentiality agreement with the county regarding the dissemination and distribution of County IT systems.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval
02/15

Date