Great Basin Unified
Air Pollution Control District

Information Technology Administrator

FLSA Classification
Nonexempt

Salary Range
Range 69

Bargaining Unit
Non-Management

JOB DESCRIPTION

Summary
Under administrative direction of the Air Pollution Control Officer, oversees the Information Technology Division. Primary duties include planning, organizing, and maintaining secure computer networks spanning Inyo, Mono, and Alpine counties, using various communication protocols. Oversees advanced, specialized work requiring technical expertise and an understanding of complex analytical procedures and systems, including operating systems, network infrastructure, and database management. Manages all duties of Information Technology Division staff. Coordinates and communicates with all other District division staff on Information Technology planning and work projects.

Distinguishing Characteristics
Incumbents in this job administer all aspects of the District's information technology infrastructure to support District goals and objectives. Skilled at communicating and reporting technical information, trade-offs, and results to both technical and non-technical audiences; participates in District operations management meetings. Must be fluent with modern programming languages and keep up to date with emerging technologies and best practices. Well-versed with networking, routing, security, and remote access management. Trains and directs staff in procedures, policies, and protocols and provides technical guidance in solving information technology problems.

Essential Duties
Reasonable accommodations may be made to enable individuals with disabilities to perform these essential duties.
- Regular attendance during scheduled hours as per the District's Employee Rules, Policies, and Procedures Manual Section 4.12.
- Follow written and verbal directions in English.
- Networking/Routing
  - Administer secure remote access to internal networks and databases for District employees.
  - Administer secure WAN access for employees at all sites.
  - Develop and administer geographically dispersed wireless point to point networks.
  - Administer network and computer security.
  - Design, plan and coordinate computer backup systems, protocols, and scheduling.

- Computer Programming
  - Proactively research and learn new protocols, languages, techniques, and methods as District needs and technologies change.
  - Develop and direct the maintenance, archiving, and streamlining complex multi-user codebase.
  - Evaluate District software compatibility with commercially available software APIs.
  - Oversee and produce custom data processing and analysis software tools in support of other District staff or projects.
- Systems Administration
  - Oversees all systems administration and duties of Information Technology Specialist Division staff.
  - Administers email servers, web servers, database servers, file servers, domain controllers, and client computers. Oversees on-premises and cloud-based computer systems running Linux and Windows operating systems. Manages the upkeep, configuration, and maintenance of all computer systems, including hardware and software upgrades.
- Web Server Administration
  - Administer cloud-based web servers.
  - Stay up to date with evolving web application security and incorporate current best practices into new and existing District infrastructure.
  - Develop analyses and present public website traffic and user interaction to District management.
  - Administer website content.
- Database Administration
  - Manage District database infrastructure including security, access controls, availability, and design.
  - Securely integrate database systems into custom web applications and APIs both public and internal.
  - Oversee database version control and offsite archiving.
- Provides actionable information and recommendations regarding capabilities and limitations of short and long-term IT solutions.
- Responsible for IT systems asset management and budgeting.
- Participate in management and staff meetings.
- Routinely provide work updates to the APCO and regularly seek direction on projects as necessary.

Competencies (Knowledge, Skills, and Abilities)
- Ability to direct, plan, and coordinate all aspects of the Information Technology Division work.
- Ability to establish positive working relationships with representatives of the community, organizations, state/local agencies, District staff, and the public.

- Knowledge of methods and techniques for record keeping, report preparation, and writing.
- Ability to communicate technical information in layperson terms.
- Knowledge of English usage, spelling, vocabulary, grammar, and punctuation.
- Ability to read, analyze, interpret, record, and present data accurately.
- Ability to organize, prioritize, and follow up on work assignments.
- Ability to work independently and as part of a team.
- Knowledge of standard office procedures, practices, and the operation of modern office equipment, including a computer and applicable software.
- Ability to provide integrity, availability, confidentiality, and non-repudiation of District information resources.
- Ability to administer all Information Technology Division networking, routing, programming, hardware, software, and technology systems management.

Supervision given/supervision received
- Supervised by the Air Pollution Control Officer.
- Provides Supervision to Information Technology Division staff.

Work environment
This is primarily a desk job with occasional periods of outdoor physical activity. Physical demands include occasional lifting and carrying up to 40 pounds, some bending, stooping, and squatting. Works outside on an occasional basis to conduct or coordinate field work with exposure to extreme weather conditions such as heat, cold, wind, dust, rain, snow, and mud on an occasional basis. Computer monitor and keyboard are used on a constant basis. May drive to other District locations to maintain equipment.

Physical demands

Physical Activities	Frequency (N) Never (I) Infrequently (O) Occasionally (F) Frequently or (C)Constantly
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	O
Moving self in different positions to accomplish tasks in various environments.	F
Remaining in a stationary position, often standing or sitting for prolonged periods.	C
Moving about to accomplish tasks or moving from one worksite to another.	F
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	C
Operating machinery and/or power tools.	O

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Operating motor vehicles.	**F**
Assessing the accuracy, neatness and thoroughness of the work assigned.	**C**
Environmental Conditions	Check all that apply
Low temperatures.	√
High temperatures.	√
Outdoor elements such as precipitation and wind.	√
Noisy environments.	
No adverse environmental conditions expected.	
Physical Demands	(N) Never (I) Infrequently (O) Occasionally (F) Frequently or (C)Constantly
Sedentary work that primarily involves sitting/standing.	C
Light work that includes moving objects up to 20 pounds.	O
Medium work that includes moving objects up to 50 pounds.	I
Heavy work that includes moving objects up to 100 pounds or more.	N

Travel required
Yes, travel within District for diagnosis and repair of sites, occasional travel for training and meetings.

Preferred education and experience
Graduation from college with a Bachelor's degree in a computer science, information technology or scientific field and three years of experience in network, computer, and technology systems. Experience with programming and database integration also required or any combination of training and experience that provides the required knowledge, skills, and abilities. A Master's degree in a scientific field requiring field research and computer science may substitute for two years of the required experience.

Additional eligibility requirements
- Must have (or obtain within 90 days of start) California Driver's License Class C or higher.

Affirmative Action/EEO statement
It is the policy of Great Basin Unified Air Pollution Control District to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Other duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and is not restrictive to required duties. Other duties, responsibilities, and activities may change or be required at any time with or without notice.