



City of Brunswick Job Description

Job Title: Information Technology Administrator
Department/Div: Information Technology **FLSA:** Exempt
Reports to: Assistant City Manager **EEO-4 Code:**
Supervises: Information Technologies Dept. **Date:** 08/25/2022
Salary Range: \$54,353.14 - \$70,035.09

JOB SUMMARY

This position is responsible for the development, management, and administration of network hardware and software systems in support of a variety of city government operations and functions.

MAJOR DUTIES

1. Oversees day-to-day computers system operations in order to ensure all systems are functioning properly.
2. Receives and reviews work orders and identifies priorities; schedules equipment repair and maintenance.
3. Researches and troubleshoots issues.
4. Researches, evaluates, tests, recommends, and implements new products.
5. Monitors equipment, supplies, and tools inventory levels; ensures the availability of materials to conduct work activities; initiates requests for new and replacement items.
6. Conducts site visits to city offices or other locations to provide computer support; operates a motor vehicle to conduct site visits, pick up or deliver computer components, or perform other work activities.
7. Maintains systems security.
8. Creates and establishes user accounts.
9. Refurbishes hardware.
10. Assists in planning and scheduling major projects.
11. Collaborates with user departments on IT issues and initiatives.
12. Assists in training staff in the use of new systems and software.
13. Develops and manages department budget.
14. Coordinates with vendors to resolve problems.
15. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of information technology management principles, concepts, and techniques.
2. Knowledge of project management and contract management principles.
3. Knowledge of the fundamentals of information processing.
4. Knowledge of information technology trends and developments.
5. Knowledge of the functional and technical aspects of business processes and software systems.
6. Knowledge of existing and emerging software and hardware products, programming languages, and database management.
7. Knowledge of software implementation and quality assurance best management practices and procedures.
8. Skill in managing multiple information technology projects.
9. Skill in time management.
10. Skill in multi-tasking.
11. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include industry standards and best practices, hardware and software manuals, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical duties in the administration of the city's information technology systems. Frequently changing industry standards contributes to the complexity of the position.
- The purpose of this position is to administer the city's IT systems. Successful performance in this position contributes to the increased effectiveness of city operations through the efficient and timely processing of information.

CONTACTS

- Contacts are typically with members of the co-workers, other city personnel, contractors, vendors, elected and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office or computer room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has final responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions within a major area, department, or unit.

MINIMUM QUALIFICATIONS

- Baccalaureate degree in a course of study related to the occupational field required.
- More than five years of related experienced required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.