

## CITY OF SATELLITE BEACH

### JOB DESCRIPTION

**JOB TITLE:** INFORMATION SYSTEM SPECIALIST

**DEPARTMENT:** FINANCE

#### GENERAL DESCRIPTION:

Information Systems administration for the City of Satellite Beach.

#### ESSENTIAL JOB FUNCTIONS:

1. Network Administration – Installation, maintenance, upgrading, and troubleshooting of City servers and user accounts / security.
2. Database Backup – Backup / Archive / Restoration of data, including documents, programs, databases, and emails. Respond to public record requests.
3. Computer Administration – installation, maintenance, upgrading, and troubleshooting of user computers and laptops.
4. Computer Equipment – installation, maintenance and troubleshooting of switches/hubs, printers, network copiers, projectors, webcams, and other computer related equipment.
5. Purchasing – develop yearly budget for computer and software purchases, research and evaluate hardware and software, ordering and receiving, maintain inventory of computer related purchases for City assets.
6. Database / Report Development – develop and maintain simple Microsoft Access databases, including input screens and reports. Develop and maintain custom reports using report generating software for City databases.
7. Email / Website – administrate the City's email addresses and overall website functions.
8. Help Desk / Training – provide assistance with user questions and problems, provide training on software and computer use.

#### MINIMUM QUALIFICATIONS:

##### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- \* Windows NT Server, XP Professional and 7 Professional
- \* Knowledge of Software, including but not limited to Anti-virus, Office suites (Word, Excel, PowerPoint, Access, Publisher, Outlook), departmental software / databases.
- \* Knowledge of switches, hubs, printers, network copier, projectors, webcams and other computer related equipment.
- \* Communicate in writing and orally.
- \* Self schedule work and multitask simultaneous requests.
- \* Respond to emergency requests after hours and on weekends.

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**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four year college or university with a Bachelor's Degree in Computer Science or a related field. Three (3) to five (5) years of network administration experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

None

**ESSENTIAL PHYSICAL SKILLS:**

- \*Acceptable eyesight (with or without correction)
- \*Acceptable hearing (with or without correction)
- \*Ability to communicate both orally and in writing
- \*Must be adaptable to work under minimal levels of stress.
- \*Ability to sit at a desk and view a display screen for extended periods of time.
- \*Ability to lift heavy objects including, but not limited to, computers, monitors, printers, and other related equipment.
- \*Ability to bend down, work behind and under desks, climb ladders to run cables, etc.
- \*Physical demand requirements are in excess of those for sedentary work.

**ENVIRONMENTAL CONDITIONS:**

- \*Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)