



## JOB DESCRIPTION

## Information Technology Specialist

database administration, database design and basic web programming or an equivalent combination of education, training and experience.

### Required Licenses or Certifications:

Possession of a valid State of Arizona driver's license.

### Required Knowledge of:

- Computer systems, computer hardware, computer troubleshooting and repair.
- Ethernet networking over copper, fiber optic and wireless infrastructures.
- TCP/IP network administration, including switches, routers, gateways and firewall technologies.
- Windows and Linux server network operating systems.
- Web technologies, including HTML, CSS, XML, JavaScript, PHP and .NET with configuration IIS and Apache web servers.
- Database administration and design.
- Telecommunications technologies.
- Microsoft Office applications.
- Audio/visual systems, including LCD, DLP projection and HDMI cabling.
- Network printing support and maintenance for both laser and inkjet technologies.
- Principles and practice of budget administration.
- Principles and practices of staff training.

### Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, vendors, contractors, various external organizations and individuals and the general public.
- Work independently and within a team environment.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a variety of various computer hardware and software.
- Effectively train staff in the use of various hardware and software.
- Exhibit excellent customer service skills.

### Physical Demands / Work Environment:

- Work is performed primarily in an office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 75 pounds. Will be required to perform crawling or climb ladders for equipment installation, maintenance and repair. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_