

City of Garrett, Indiana

Job Description

Job Title: Systems Specialist (I.T.)

Department: Information Systems

Salary Range: \$40,400 to \$68,000.00

Last Amended: 2015.09; 2018.02.01

1. Job summary

- 1.1. Assist with all aspects of the City of Garrett Information Systems, including networking, Telephony, computing, geographic information systems, database applications, Training, and business information process. Supports the IT operations of all Departments across the City Government and its utilities.

2. Essential Duties and Responsibilities

- 2.1. Assists in developing and implementing procedures to collect, store, maintain, retrieve, Analyze, and utilize data pertinent to the mission of Garrett Government. Data sources include City Civil Departments, City Utility Departments, City elected and appointed bodies, extra-jurisdictional public and private agencies, private consultants and Engineers, and data capture / conversion professionals.
- 2.2. Assists with all aspects of the City of Garrett Network and related systems, including but not limited to:
 - 2.2.1. Providing technical support and guidance to City systems user
 - 2.2.2. Managing all aspects of the City of Garrett Communication systems, including Unified Communications and mobile devices.
 - 2.2.3. Supporting, administering and maintaining all network equipment / systems / security, including switches, routers, firewalls, and wireless infrastructure.
 - 2.2.4. Implementing and maintaining network and domain operations, including Active Directory and domain related services, Hyper-V, server hardware and software, desktop hardware and software, and printing.
 - 2.2.5. Managing network maintenance activities, including file and system backups, Windows updates, software and firmware updates.
 - 2.2.6. Managing door and video security systems.
 - 2.2.7. Benchmark, analyze, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
 - 2.2.8. Manage financial aspects of the IT Department, including purchasing, budgeting, and budget review.
 - 2.2.9. Develop business case justifications and cost/benefit analyses for IT spending and initiatives.

3. Essential Work Relationships

- 3.1. Reports directly to the Mayor
- 3.2. Constantly works with various management, staff, and appointed officials throughout Garrett Government.
- 3.3. Assists with systems activities performed by department personnel related to the input, maintenance, and use of business data. Assists in carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- 3.4. Frequently works with Dekalb County and other City Government management, staff, and elected and appointed officials.
- 3.5. Frequently works with outside professionals, vendors, and consultants.

4. Qualifications

To perform this job successfully, an individual must be able to perform an essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the essential responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.1. Preferred Knowledge

Strong understanding of networking concepts, hardware configurations, network security, software architecture, database design, and basic understanding of GIS. Proficiency in Microsoft server, desktop and tablet operating systems. Comprehensive knowledge of City of Garrett Civil and Utility operations.

4.2. Education and / or Experience

Bachelor's degree (B.S.) in information Systems or related field from four-year appropriately accredited college or university; of five years related experience and / or training; or equivalent combination of education and experience.

4.3. Communication Skills

Ability to read, analyze, and interpret common scientific and technical journals, reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members to the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top staff, top management, and public groups, and specialized audiences. Ability to teach inclined and complex technical concepts, and further users' understanding and technical applications and how they relate to City functions and workflows.

4.4. Mathematical Skills

Ability to comprehend and apply principles of calculus, modern algebra, analytical geometry and advanced statistical theory. Ability to work with concepts such as limits, ring, and quadratic equations. Ability to handle complex electric systems problems. Examples; statistical sampling, null hypothesis testing, linear algebra, complex structured queries and programming; and financial system planning.

4.5. Reasoning Ability

Ability to define unprecedented problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to develop project plans and programs design to improve or expand current service levels.

4.6. Certificates, Licenses, Registrations

Valid Driver's License

5. Essential Psychological Factors

- 5.1. Performs repetitive tasks
- 5.2. Constantly under pressure to meet deadlines
- 5.3. Handles several tasks simultaneously
- 5.4. Solves non-routine problems
- 5.5. Works independently, with little or no supervision.
- 5.6. Constantly handles new situations.
- 5.7. Duties must be performed accurately.
- 5.8. Handles confidential information
- 5.9. Strong leadership skills
- 5.10. Highly self-motivated and directed
- 5.11. Exceptional customer service orientation.
- 5.12. Extensive experience working in a team-orientation, collaborative environment.

6. Physical and Environmental Factors

(Occasionally = 0-2.5 hrs/day; Frequently = 2.5-5.5 hrs/day; Constantly = 5.5 + hrs/day)

- 6.1. Standing; occasionally
- 6.2. Walking: Frequently
- 6.3. Sitting: Constantly
- 6.4. Controls (hand/arm, foot/leg): Occasionally
- 6.5. Pulling: Occasionally
- 6.6. Lifting: Occasionally (maximum weight of 100lbs.)
- 6.7. Carrying: Occasionally (maximum weight of 50lbs.)
- 6.8. Pushing: Occasionally (maximum weight of 50lbs.)
- 6.9. Climbing: Occasionally
- 6.10. Balancing: Occasionally
- 6.11. Stooping: Occasionally
- 6.12. Kneeling: Occasionally
- 6.13. Crouching: Occasionally
- 6.14. Reaching: Occasionally
- 6.15. Handling: Frequently (L/R)
- 6.16. Simple Grasping: Frequently (L/R)

- 6.17. On call availability for (...) days per month.
- 6.18. Pushing / Pulling: Occasionally (L/R)
- 6.19. Fingering / Finger Manipulations: Frequently (L/R)
- 6.20. Talking: Constantly
- 6.21. Hearing: Constantly
- 6.22. Vision: Constantly (Near Acuity, Depth Perception); Frequently (Far Acuity, Vision Accommodation)
- 6.23. Color Vision; Constantly
- 6.24. Field of Vision: Frequently (Up & Down, Left or Right)
- 6.25. Atmospheric Conditions; Constantly (Indoors); Frequently (Outdoors)
- 6.26. Hazards: None
- 6.27. Motor Vehicles Driven: Occasionally

General Manager

Date



APPLICATION FOR CITY OF GARRETT EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First MI

Address: _____
Street (Apt) City State Zip Code

Phone Number: () _____ () _____
Home Cell Email

Last 4 digits SS #: _____ Driver's License #: _____

Position Applying For: _____ Availability Start Date: _____

- 1. Have you worked for the city before? Yes _____ No _____
- 2. Are you currently employed? Yes _____ No _____
- 3. Please list any relatives or in-laws that work for the City of Garrett:

Name	Relation
_____	_____
_____	_____
_____	_____

- 4. Have you ever been dismissed / asked to resign from a job? Yes _____ No _____
- 5. Have you read the job description? Yes _____ No _____
- 6. Are you a U.S. Citizen? Yes _____ No _____
- 7. Have you ever been convicted of a crime that has not been expunged by a court? Yes _____ No _____

EDUCATION

High School Attended: _____ Year Completed: 9, 10, 11, 12

College or University Attended: _____ Year Completed: 1, 2, 3, 4 +

Specialized Skills / Certifications: _____

EMPLOYMENT EXPERIENCE: (List most recent employer first)

Name	City	Position Held	Dates (start – end)

REFERENCES: (DO NOT list friends or relatives)

Name	City	Position Held	Dates (start – end)

Why would you make a great addition to the City of Garrett Team?

I _____, certify that all statements made herein and or on the enclosed resume are true and correct to the best of my knowledge. I authorized investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.

Signature

Date