

Class Title: Technical Systems Administrator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Administers the bureau's 911, Geographical Information System, Computer Aided Dispatch, and various other systems. Maintains the computer systems and performs office duties. May perform other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains bureau's computer systems by updating, upgrading, and programming, testing, maintaining, learning about and operating all of the computer systems within the Emergency Operations Center (EOC).
2	S	Performs office duties by generating reports, gathering statistics, discussing performance issues and recommendations with personnel, and documenting written correspondence.
3	L	Performs other duties by training personnel, overseeing the Radio Room as requested, testifying in court, and attending computer related conferences.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years of experience.
Certifications and Other Requirements	Valid Driver's License, CPR, Emergency Medical Dispatch, VCIN
Reading	Work requires the ability to read documents, proposals, contracts, training material, and technical manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write system documentation and correspondence.
Managerial	Managerial responsibilities include planning meetings, maintaining computer applications, training staff, and resolving technical problems.
Budget Responsibility	Prepares documents and conducts research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Training personnel
Sitting	C	Computer, desk work, meetings, driving
Walking	F	Inter-office, To/from meetings
Lifting	O	Computers, monitors, printers, boxes
Carrying	O	Computers, monitors, printers, boxes
Pushing/Pulling	R	Dollies, handcarts
Reaching	R	Computers, monitors, printers, office equipment, boxes
Handling	O	Computers, monitors, printers, office equipment
Fine Dexterity	C	Computer keyboard, installing computer equipment, telephone keypad, calculator
Kneeling	O	Installing equipment
Crouching	O	Installing equipment
Crawling	N	
Bending	O	Installing equipment, picking up boxes
Twisting	R	Installing equipment
Climbing	R	Ladders
Balancing	R	Ladders
Vision	C	Computer, desk work, installing equipment, reading, driving
Hearing	C	Staff, supervisor, fire and paramedics, telephone, meetings, radio, training
Talking	F	Staff, supervisor, fire and paramedics, telephone, meetings, radio, training, vendors
Foot Controls	F	Operating radio equipment, driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, Standard Microsoft Windows and Office software, laser or inkjet printer, Eyretel recorder, Dictaphone recorder, Motorola radio system, adding machine, 911 telephones, hand tools, headphones, portable radio, pager, visual aids, digital equipment, tape drive, Eyretel reproducer, PISTOL, SQL, paging software, NCP500, MDT480, MDT4405, wireless phone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)