

Hamburg Township Job Description

JOB TITLE: Network Administrator Information Technology Coordinator
(Full-time, Hourly, Non-exempt) GRADE 8

REPORTS TO: Director of Technical & Utility Services

JOB SUMMARY:

Conducts daily IT administration tasks such as troubleshooting problems, maintaining systems and overseeing backups. Serves as the primary editor of the Township website. Also performs a variety of tasks in support of the Township's cable TV station including streaming meetings.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Responsible for network security, user access, and system back-up
- 4-2. Oversee updates on Township website. Trains and assists users that need help updating content.
- 2-3. Assist end users with hardware and/or software questions and problems.
4. Arrange and implement system upgrades, enhancements, and expansions. Manage firewall and virus protection software and data security systems to keep data and communications protected.
5. Installing and configuring network equipment
- 3-6. Assist Police Department with the IT portion of the CJIS (Criminal Justice Information System) audit. Attend LASO training in conjunction with Deputy Police Chief.
- 4-7. Diagnose, troubleshoot and resolve computer network problems.
- 5-8. Responsible for network security, user access, protection against viruses and unauthorized network use, and system back-up.
9. Maintain and update information system using Microsoft Windows Servers server software, such as Exchange, SQL, and Windows Server.
10. Oversees the simulcasting, streaming and recording of Township Board and Commission meetings. Trains new video operators
11. Manages Security Awareness Training for all Users.
12. Troubleshoot and resolve phone system issues.
13. Implement disaster recovery procedures
14. Communicating networking issues to other employees and management
15. Arrange and implement system upgrades, enhancements, and expansions.
- 6-16. Monitoring computer systems to improve network performance for all systems
7. Researches, identifies and coordinates acquisition of 3rd party produced tape programming for broadcast on the Township's cable TV station; contacts the various organizations to determine the availability and coordinate acquisition of taped programs, assures copyright clearance of tapes for broadcasting, schedules broadcasting of such programming.
8. Oversees the videotaping and broadcasting of Township Board and Commission meetings.

~~9. Troubleshoot and resolve phone system issues.~~

~~10. Learn the essential tasks of the Utilities Coordinator position and act as a backup when the Utilities Coordinator is out of the office.~~

~~11.~~17. Performs other duties as assigned by Director of Technical & Utility Services

JOB QUALIFICATIONS:

1. Bachelor's degree in information technology, computer science, or related area. Comp TIA certifications and/or Microsoft certifications preferred especially if degree is not in information technology. The candidate also needs some experience with video editing software.
2. ~~Three~~One years of work experience.
3. Valid Michigan driver's license.
4. Interpersonal skills necessary to work with various levels of Township staff and external vendors in the resolution of a variety of computer system issues. The incumbent is also required to communicate technical information in non-technical terms.
5. Computer skills and analytical ability to identify and resolve computer system problems with minimal disruption to users.
6. Physical ability to reach, stoop, kneel, crouch and utilize various tools involved in the installation/repair of computer equipment. The incumbent is also required to sit for extended periods of time and transport items weighing up to 50 pounds.
7. Mental ability to adapt and respond to multiple priorities and demands.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Work involves some exposure to dust, dirt, noise, tight/difficult to reach locations when installing and/or repairing equipment.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

APPROVED BY TOWNSHIP BOARD _____