

statistical analysis; understand manuals and verbal instructions technical in nature; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in information technology, information systems, computer science or related field with four (4) years of progressively responsible experience in network administration, project management, information technology, hardware or software management.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of employees, to act on employee problems, celebrate employee successes, coach, mentor, and recommend the transfer, promotion, or salary increase of employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date