



Fair Oaks Water District Job Description

Position Title: Computer Systems Analyst
Department: Administration
FLSA Status: Non-Exempt
Directly Reports To: Operations Manager
Directly Supervises: na
Job Description Date: October 31, 2008
Annual Salary Range: \$56,800 - \$71,000

GENERAL STATEMENT OF JOB:

Under direction of Operations Manager is responsible for planning, configuring, installing and maintaining all components of the local area network; installs, modifies, and troubleshoots computer hardware and software; supports and maintains the District's Information Systems. Position assists in the development of data processing systems and directly maintains network infrastructure, telecommunications systems, file servers, personal computers, software, and related equipment. Position maintains a primary role in the development and maintenance of the District website and SCADA system.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Identifies and implements information system solutions, including: network configuration, hardware, Operating Systems software and other software needs.
2. Troubleshoots and repairs network problems and optimizes network performance.
3. Plans and maintains District's network disaster recovery plan, including: maintaining updated copies of emergency repair disks, performing and cataloging routine system and registry backups, performing monthly testing of restore procedures and documenting server configuration for quick rebuild.
4. Performs general preventative maintenance procedures on network servers and workstations including: noting and addressing any errors displayed in event logs, restarting servers at least once a month to recover RAM and test the power on functions, defragmenting the server if applicable and recording performance statistics such as disk space, memory allocation and network usage.
5. Maintains and updates virus scanning software for network servers. Schedule routine virus scanning and signature file updates. Keeps abreast of any virus developments and responds accordingly.

6. Maintains the District's e-mail database software. Includes implementing new and maintaining existing mailboxes, troubleshooting connection problems, monitoring internet e-mail delivery.
7. Diagnoses system hardware, software and operator problems. Performs remedial actions to correct problems. Performs minor hardware repair, and refers major hardware problems to authorized repair facility. Instructs operator if needed.
8. Oversees preparation of meter reading hardware and software for collecting and entering usage data; generates usage reports; verifies accuracy of reports; verifies the accuracy of data transfer to and from the Operations staff.
9. Responsible for Operating System Licensure and identifies any noncompliance of District standards.
10. Provides Help Desk services to District computer users.
11. Coordinates activities for customer service and IT; recommends policies and procedures.
12. Updates and maintains the Districts website.
13. Updates and maintains the Districts SCADA system.
14. Conducts initiates and conducts staff training sessions related to information technology.
15. Maintains knowledge of general principles, practices and procedures of government/public information technology practices and requirements.
16. Maintains current knowledge of the administration and functions of the Microsoft products: including Microsoft Network Operation Systems and Microsoft Great Plains Accounting Software.
17. Knowledge of network hardware components, including: hubs, cabling, routers, adapters and print servers.
18. Assists the Management Team with long range planning of District Information Technology systems and customer service functions.
19. Prepares and makes recommendations for the budget of departmental expenditure requirements for information technology; including equipment, software, and projects.
20. Maintain a high level of confidentiality with discretionary knowledge.
21. Will be required to perform other work, not related to information technology, as required.
22. May work overtime as required.
23. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Graduation from a four year college or university with major coursework in computer information systems, computer science, or a closely related field desired.
- A minimum of four years of progressively responsible experience in information systems and experience evaluating computer hardware and software required.
- Training with an emphasis on database administration or minimum four years experience administering databases
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- Microsoft MCP or MCSE certification required.
- A+ certification required.
- Valid California Driver's License Class C or higher.

PHYSICAL REQUIREMENTS:

- Exert light to moderate physical effort in sedentary to light to moderate work involving sitting most of the time, but may involve walking or standing for brief periods.
- Use fine and gross motor coordination in performing: preparing reports and walking to meetings, driving, and entering data into the computer.
- Travel infrequently by vehicle for District related duties and activities
- Coordinate eyes, hands, and fingers to perform semi-skilled tasks including typing and calculating.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

ENVIRONMENTAL ADAPTABILITY:

- Work primarily in an office environment, some outdoor work may be required.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor Name (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
