



Job Description

Job Title:	Information Technology Administrator	Department:	Finance & Administration
Reports To:	Director of Finance & Administration	Date:	January 31, 2012
FLSA:	Exempt	Salary Grade:	17

JOB SUMMARY:

The Information Technology Administrator is responsible for planning, providing, and maintaining the Port of Anacortes with a stable, secure, reliable, enterprise network, including support for various finance, engineering and operational programs. The Information Technology Administrator is also responsible for maintaining all Port IS and IT systems as necessary.

ESSENTIAL FUNCTIONS:

- Manage, support and maintain Port computer systems and network.
- Maintain and provide support for all Port software and information systems.
- Provide users with technical support and training for all Port information systems.
- Monitor and maintain the production equipment for commission meetings as necessary.
- Coordinate with various departments to develop, implement, and maintain systems to streamline work, provide information, maintain records and store data.
- Perform research and purchasing functions for all IT related products.
- Develop the Port's IT strategy, both short-range and long-range planning and replacement schedules
- Research new computer hardware/software technologies for the Port and its users, to include attendance at seminars and ongoing training classes as relevant to strategic goals and annual expectations.
- Work with customers, vendors, employees, and other departments in devising procedures and systems and in solving special problems related to accounting, data processing, or other areas of IT/IS responsibility.

OTHER JOB DUTIES:

Perform other duties, responsibilities, and special projects as assigned.

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, or to otherwise balance the workload.

WORKING CONDITIONS:

Work is performed primarily indoors in a fast paced work environment with frequent interruptions. While performing the duties of this position, the employee may be required to sit for up to 3 hours at a time working on a computer terminal or in meetings and presentations, with or without accommodation. Typically, the noise level in the work environment is moderate, however, there may be exposure to loud noises on a daily basis due to marine industrial activity and maintenance and repair.

WORKING CONDITIONS *(continued)*:

While performing the duties of this job, the employee may be required to travel to attend meetings and conferences via auto, boat, train or air travel. Currently the office is in an air conditioned environment.

QUALIFICATIONS SKILLS AND ABILITIES:

Any combination of experience and training that provides the desired skills, knowledge, and abilities equivalent to a total of five to seven (5-7) years in the areas of database management, network administration, computer troubleshooting and repair.

- Two (2) years of college with courses in computerized data base management and network development, or equivalent experience. Two (2) years experience in hardware troubleshooting and maintenance.
- Computer Science Degree or a minimum of four (4) years experience in general Information Technology management.
- Industry recognized certifications on Microsoft server operating systems and platforms, and firewall and internet technologies such, Microsoft server 2008, Exchange server 2010, Network+, and Security+.
- Network security training and/or certification.
- Ability to establish and maintain effective working relationships with associates, visitors, customers, government representatives and vendors.
- Ability to read and understand instructions for operating electronic office equipment and tools, company handbooks, policies and procedures, and other written job-related documents.
- Ability to solve practical problems and deal with a variety of concrete variables in circumstances where only limited standardization may exist.
- Ability to build working relationships and manage projects in a team environment with a diverse set of users.
- Demonstrated ability to work independently with little supervision to achieve results based on general guidelines or goals established in conjunction with others, including the ability to organize work and perform multiple tasks in a rapidly changing work environment.
- Must maintain a current driver's license and be qualified to operate a Port vehicle to travel among and between Port facilities.

PHYSICAL REQUIREMENTS:

The Information Technology Administrator must have the ability to hear, speak and understand the spoken word in order to respond promptly to calls for assistance, to answer telephones, and to be able to communicate. Have the dexterity and manual skill required to operate the keyboard of a computer terminal by touch and work on computer hardware, in an accurate and efficient manner. While performing the duties of this job, the employee is required to sit 2-3 hours at a time. Vision ability that includes close vision and the ability to adjust focus is necessary. These requirements may be performed with or without accommodation.

The Port of Anacortes is an equal opportunity employer and does not unlawfully discriminate based on any protected classes.