

**FINANCE DEPARTMENT
DATA PROCESSING ADMINISTRATOR
CITY OF BUENA VISTA, VIRGINIA
JOB DESCRIPTION**

Rev. June 3, 2009

General Purpose

Under broad supervision of the Finance Director, performs a variety of administrative and technical work in the development, installation and maintenance of office automation systems. This position is a salaried position and thus is Fair Labor Standards Act (FLSA) exempt.

Example of Duties

- Maintains in-house Financial Management System; creates other programs as needed by various departments.
- Insures the continuous operation and connectivity of workstations running a variety of operating systems. Provides on-site and phone support for hardware, operating system, and application software troubleshooting.
- Maintain City Servers (hardware and software); Coordinates with management staff, support staff, technical personnel, or vendors to solve problems, as required. Repair, construct and trouble-shoot servers, workstations and software as needed.
- Administers the various Local Area Networks (LANs) and insures the security of the network.
- Maintains all City websites.
- Maintains the City's Government television station.
- Serve as the point of contact for all telephone needs and issues (land lines, key systems, and cellular)
- Ensure reliable backup mechanisms for all City data
- Revises computer operating schedule to introduce new program testing and operating runs.
- Prepares and solicits proposals for hardware and software solutions.
- Assists staff to diagnose and solve computer equipment problems.
- Participates in technical projects such as writing equipment specifications
- Performs other related duties as assigned by the supervisor.

Minimum / Preferred Qualifications

Education and Experience:

- A 2-year degree in Information Technology or a closely related field, and
- Three (3) years of progressively responsible related experience, or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Ability to prepare and analyze complex reports; ability to develop simple software programs; ability to install and troubleshoot PC systems; ability to communicate effectively orally and in writing.
- Experience with various computer Operating Systems and Database software
- Knowledge of server & workstation operating systems
- The ability to perform web development including web based database access and integration.
- The ability to construct and troubleshoot workstations and servers from components and the ability to install and configure various operating systems including the ability to diagnose hardware problems and conflicts, software problems and conflicts and networking problems.

Tools & Equipment Used

Personal computer, including word processing, database and spreadsheet software; computer system; 10-key calculator; phone; copy machine; fax machine; hand tools, network monitoring equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.

This job description does not list all the responsibilities, duties, skills, requirements, efforts, or working conditions associated with the job. Employees will be evaluated in part based upon performance of the tasks listed in this job description. Management reserves the right to revise this job description at any time. This job description is not a contract for employment.