



Information Technology Specialist

DEFINITION

Under administrative direction and supervision of the District Manager, and in a manner consistent with the District's mission statement, the Information Technology (IT) Specialist is responsible for the coordination and development of the District's computer and information systems, particularly working with the contractor developing the computerized MapVision database the District uses to track mosquito control work.

DISTINGUISHING CHARACTERISTICS

This classification is assigned to manage database and computer software, develop queries and reports, and advise the District on computer security. This classification is distinguished from all other technical and professional classifications at the District through its specialized responsibilities in the area of managing information systems.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the District Manager.

Accountability

The employee is accountable to the District Manager to ensure that information technology functions are carried out in accordance with District policies, California Health and Safety Code Standards, and Federal laws. Assignments may be specific or general with only desired results being specified. Recommendations on improvements to District IT activities are expected.

The employee is responsible for complying with all District safety requirements and practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Makes recommendations on custom applications and databases;
 - Verifies database and data integrity;
 - Analyzes data contained in the District database and identifies data integrity issues with existing and proposed systems and implement solutions;
 - Writes queries and develops reports from data in the District's MapVision database;
 - Identifies opportunities to improve efficiency of business processes;
 - Investigates and resolves application functionality related issues;
 - Coordinates application development for multiple projects;
 - Manages outsource relationships for 3rd party application development and programming consultants;
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- Troubleshoots technical issues and identifies modifications needed in existing applications to meet changing user requirements;
- Assists and advises staff in the effective use of applications and information technology;
- Writes technical procedures and documentation for the District's IT applications including operation, user guides, etc.;
- Produces technical documentation for new and existing IT applications;
- Participates in meetings with District users to discuss progress and issues to be resolved and reports progress on a weekly basis to the District Manager;
- Participates on IT project steering committees and in the design phase of any new IT software development projects;
- Assists in the creation of the system design and functional specifications for all new development projects;
- Serves as a liaison and facilitator between contractors to assist in addressing and resolving IT software issues;
- Oversees database administration, error corrections, data review, data queries, reports;
- Trains employees in the use of computer systems and creates user manuals;
- Leads in the development of a Geographic Information System and the use of ArcView to produce maps
- Advises District staff regarding security of the web-based database;
- Coordinates with other agencies as needed;
- Assists and supports staff in field data collection maintenance, as needed;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

EMPLOYMENT STANDARDS

Knowledge

- IT hardware (Servers, Routers, Switches, Computers) and software (SQL and standard office software such as word processors and spreadsheets)
- Internet security;
- The incumbent will be expected to learn about the Identification, biology, ecology, and public health importance of mosquitoes by working with other District Department staff as well as the materials, and equipment used to detect, monitor, and control mosquitoes and other vectors.

Skills

- Planning, and organizing work on the District's information technology systems;
- Communicating effectively in English both orally and in writing, making presentations, and preparing written reports;

- Interacting effectively with District staff, and representatives of various public and private entities;
- Establishing and maintaining effective working relationships with others of varying background;
- Understanding, interpreting, and applying complex guidelines;
- Managing budgets; and
- Managing time for daily and ongoing projects.

Abilities

- Work with other District employees, other agencies, and the public;
- Communicate effectively by speaking, writing, and understanding English clearly;
- Read, understand, interpret, evaluate, and apply laws, policies, rules, contracts, and guidelines;
- Explain complex technical issues in terms that a person with little computer background can understand
- Organize and maintain accurate records;
- Prepare reports generated from the District's database;
- Compile numerical information;
- Work with a high degree of independence;
- Manage time for daily and ongoing projects;
- Make sound decisions;
- Forecast for technology and budgeting;
- Establish and maintain effective working relationships with those contacted in the course of work; and
- Be a good team player with all sections/divisions of the District.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Education/Training and Experience Guidelines

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Management of an IT project in a Vector Control program, or similar field, is desirable, but not required

Experience working with SQL web-based databases

Education/Training

A Bachelor's degree from an accredited college or university with major work in Information Technology, computer science or related program or field is desirable.

License or Certificate

A valid California Driver's license issues by the State Department of Motor Vehicles and must be insurable under the guidelines set forth by the District's insurance carrier.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially the employee's working hours are spent in office areas. Work generally involves a high degree of concentration, especially in the consideration of technical problems and the origination of programs to increase departmental efficiency and improvement of general and IT services. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc.

Incumbent must possess adequate vision (which may be corrected) to read, write, and safely operate in the conditions listed below. Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Working Conditions

- Medium Work – Incumbent performs work, which involves frequent use of a keyboard while seated and viewing a computer monitor. Requires the ability to move computer equipment to different locations for maintenance.
- Mobility – Incumbent must have complete and normal mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Other Conditions – Incumbent may be exposed to and handle toxic and hazardous substances; be available on call for evening and weekend emergencies, as assigned; travel within and out of the county.

Work hours

This position will be a full time position and is eligible for employee benefits including health insurance, Dental and Vision insurance and participation in the county retirement system as a PEPRA member (2% at 62).

Adopted Date: May 2019