



DATA SERVICES ADMINISTRATOR **(Office of Inspector General)**

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree in Computer Sciences, Information Technology, or a directly related field, plus four years of work experience in computer operations experience; or an equivalent combination of education, training and experience

DUTIES:

- Identifies computer hardware and software needs of users and recommends cost efficient means for meeting those needs
- Oversees the purchase, installation, and configuration of new hardware and software
- Deploys the release of new technologies and monitors the work of vendors and contract staff responsible for the implementation and maintenance of new applications
- Designs, installs, configures, maintains and performs system integration testing of PC/server operating systems, related utilities and hardware
- Manages systems and services on the department's local and wide area network (LAN/WAN) environment, ensuring system security, user access, and software availability
- Functions as System Administrator for a citywide application (e.g., Financial, Human Resources and Payroll applications) by overseeing application security, system configurations and modifications
- Writes programs and queries to create management reports, design and modify existing databases and applications
- Coordinates the set-up of Internet, City Intranet, and E-mail accounts
- Provides technical support by troubleshooting and/or coordinating the resolution of system and hardware problems
- Coordinates projects related to the development and maintenance of a department's information technology systems (e.g., Intranet applications, data, telecommunications, audio/video services, office relocations)
- Serves as a liaison to the City's centralized IT department and vendors on system installation and modification projects
- Researches, evaluates and recommends software products for purchase, as required
- Trains users on new hardware and software applications, as required

ANNUAL SALARY: Range: \$70,272 – \$115,656 (annual increases first three years)
Starting: \$70,272; Post successful six-month review \$72,024