



# CITY OF ALACHUA

## *JOB DESCRIPTION*

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### INFORMATION TECHNOLOGY SYSTEMS MANAGER

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**DEPARTMENT:** Finance and Administrative Services

**REPORTS TO:** Finance and Administrative Services Director

**SUPERVISES:** Information Technology Technical Assistant

**FLSA:** Exempt

**GENERAL DESCRIPTION:**

Responsible, technical work planning and carrying out the functions of the City's Information Technology Systems. Work is performed under the general direction of the Finance and Administrative Services Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Establishes and evaluates network performance issues including availability, utilization, throughput, and latency, planning and executing the selection, installation, configuration, and testing of equipment.
2. Maintains, upgrades and troubleshoots network performance.
3. Installs new/rebuilds existing servers and configures hardware, peripherals, services, settings, directories, storage, etc.
4. Conducts ongoing performance tuning, hardware upgrades, and resource optimization as required.
5. Conducts periodic performance reporting to support capacity planning.
6. Performs regular security monitoring to identify any possible intrusions.
7. Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes.
8. Performs scheduled backup operations, ensuring all required files systems and system data are successfully backed up to the appropriate media.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of enterprise-level hardware systems, LAN's, enterprise-level software and programming languages. Knowledge of hardware configurations. Ability to plan and direct staff activities. Ability to design integrated computer system. Ability to set work schedules. Ability to prepare and monitor budgets. Skill in operating PC, terminals, etc.

Fluency in the administration of Microsoft's Active Directory (or OpenLDAP) is necessary for daily tasks. Experience with the administration and integration of a mixed-OS environment is desired. Basic familiarity with Linux (Unix-based) and Microsoft server operating systems is required. Experience with the creation or modification of batch, shell, Perl, and/or python scripts may be necessary for certain job functions. Familiarity with the administration of MTAs, along with webmail frontend(s), is preferred. A firm understanding of virtualized server environments [among varying host operating systems] is also preferred.

**EDUCATION AND EXPERIENCE**

Bachelor's Degree in Computer Science or a related field, preferred. Five (5) years of experience as a systems analyst or project leader with experience in the design, development, installation and implementation of computer systems.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Microsoft, Cisco, A+, Linux are recommended, but not required.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Moderate to heavy (45 pounds and over) lifting and carrying.
- Walking.
- Standing.
- Stooping.
- Bending and kneeling.

**ENVIRONMENTAL CONDITIONS:**

- Primarily works inside in an office environment.
- May occasionally require field work.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.*

*By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.*

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature