

**CENTRAL UTAH WATER CONSERVANCY DISTRICT**  
**Job Description**  
**Created: February 2010**

**JOB TITLE:** Computer Systems Specialist

**REPORTS TO:** Information Systems Manager

**STATUS:** Non-Exempt

**JOB SUMMARY:**

This position is responsible for support of the District's information systems including hardware, software, network administration and multimedia functions, phone system and hardware and software, and building security hardware and software.

**ESSENTIAL FUNCTIONS:**

1. Provides technical assistance for support, diagnosis, and replacement of computer and phone hardware.
2. Assists in monitoring network and phone systems hardware and periodically evaluates and recommends the need to upgrade or replace hardware; assists in monitoring network performance for efficient operation; provides network support/security for users.
3. Assists in identifying and resolving network and phone hardware, software, and network problems; assists in determining staff training needs and methods; assists in performing training of District personnel on computer-related issues.
4. Assists in providing restoration and backup operations for network backup system; maintains daily backup media in secure locations.
5. Assists in the administration of District multimedia functions including operation, maintenance and training of District personnel regarding equipment operation.

**MARGINAL FUNCTIONS:**

1. Performs other duties as assigned.

**REQUIREMENTS:**

Knowledge of computer management and operations.

Familiarity with the Internet.

Ability to exercise expert level fluency in word processing and spreadsheet programs.

Ability to set up and monitor email server with 75 users and groups.

Ability to understand and effectively communicate technical information.

Ability to be aware of changes and new products in the computer technology and data processing industry.

Ability to install software for the network as well as off-the-shelf applications.

Ability to set up new network users, change passwords, move files as users move from one file server to another.

Ability to monitor available space on network volumes; to move, migrate files to CD-Rom media for archival storage, or whatever necessary to maintain adequate disk space for network operation.

Ability to provide technical assistance for support, diagnosis for wireless bridging for the network.

Ability to help with computer systems for the SCADA system, hardware, backup and restore security.

Ability to help with building security system for the District.

Ability to perform web site maintenance and uploads.

Ability to monitor and detect for computer viruses and clean machines which may be infected; to keep current with the newest virus definition files.

Ability to identify and resolve problems caused or existing because of the network; find solutions to method of installations to ensure smooth operation.

Ability to train personnel, staff, and others on network use and operation; determine appropriate training methods, presentations, equipment, etc.

Ability to install and upgrade file servers, routers, work stations and other equipment for District use.

Ability to provide support, diagnosis and troubleshooting of phone system (Definity Prologix System).

Ability to work in an office environment with some exposure to noise, eye strain, sitting for long periods of time, and frequent interruptions to work.

Ability to work in stressful situations caused by deadline pressures/conditions, system failures, power outages or peak workloads.

Ability to periodically work variable hours; to work early mornings, late evenings, weekends, and holidays; to meet attendance and punctuality requirements; to respond to call-back situations.

Ability to install, maintain, validate, verify and/or repair servers, switches, hubs, PCS, nic cards, network cables, telephone cables and other cables, and application software.

Ability to maintain gateway connectivity products/application and printing.

Ability to monitor and coordinate access control to the Internet and maintain firewall hardware and software.

Ability to maintain network security by restricting access to network facilities (physical and software), and control access to network data from unauthorized users.

Ability to maintain data integrity by utilizing appropriate backup, restore procedures; develop and update disaster recovery plan and keep updated.

Ability to maintain a record of all network licenses, maintenance agreements, warranty periods for all components of network systems.

Ability to make, or instruct others on how to make computer-projected presentations.

Ability to lift up to 100 pounds occasionally and 20 pounds frequently.

**EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:**

Two year degree in computer science or related field plus three years experience related to job tasks, or equivalent combination of education and experience. Certified Network Administrator (CNA) or Certified Network Engineer (CNE) preferred.