CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

JOB RESPONSIBILITIES: Under the direction of the Mayor/designee, performs a variety of technical work in the installation and **Performs other related duties** maintenance of hardware and software needed to allow City staff (excluding Fire and Police departments) to **as required** perform their jobs efficiently and effectively; assists in the updating and enhancement of the existing City GIS mapping.

QUALIFICATIONS: Bachelor's degree in computer sciences or related technical discipline, plus experience in computer networking or systems administration, or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Provides support services to City computer users (e.g., maintains existing hardware and software; assists department heads and other users; reviews existing network infrastructure and recommends updates as needed; provides training; assists in the assessment of contracts for external support, etc.); assists with the development of polices for the IT department.	1. **Knowledge of** (1) computer science, (2) computer programming, (3) systems analysis, (4) data security, (5) database management, (6) computer network installation, (7) Autocad 2003 or newer software, (8) GIS software (such as ArcView), (9) Visual Basic software, (10) Microsoft Office software (current versions), (11) department goals and objectives,* (12) department policies and procedures;* **skill in** (13) computer operation, (14) use of modern office equipment; **ability to** (15) interpret extensive variety of technical material in books, journals, and manuals, (16) deal with many variables and determine specific action, (17) define problems, collect data, establish facts, and draw valid conclusions, (18) exercise independent judgment and discretion, (19) prepare accurate documentation, (20) use proper research methods to gather

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		1. (continued) data, (21) communicate effectively, (22) develop and maintain effective working relationships, (23) travel to and gain access to work site.
	2. Works with external IT organizations to ensure security processes and mechanisms are in place to prevent data loss or security breaches to any City systems; updates and maintains disaster recovery plan and systems back-up plan. Assists with development of City and departmental policies and procedures related to computer usage, software, and security compliance.	2. **Knowledge of** (2), (4), (11),* (12);* **skill in** (13); **ability to** (15), (16), (17), (18), (20).
	3. Updates/assists with updating existing Geographic Information System (GIS) mapping; works with department heads to ensure accurate information; coordinates with engineering consultants and developers to receive as-built information of all City-owned and maintained structures; assists Building and Planning departments in the creation of address mapping needed during the creation of new subdivisions and commercial developments within the City.	3. **Knowledge of** (1) (2), (3), (5), (7), (8), (9), (11),* (12);* **skill in** (13), (14); **ability to** (15), (17), (19), (20), (21), (22).
	4. Assists with the process of updating information on City website; works with contractors to ensure website is an easy source of information dissemination to the public.	4. **Knowledge of** (2), (11),* (12);* **skill in** (13), (14); **ability to** (21).

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	5. Collects cost estimates for the development of short and long range technology goals; assists with the preparation of proposals for hardware and software solutions; prepares a variety of studies, reports and related information for decision-making purposes, on an "as needed" basis as assigned by the Mayor or Finance Director.	5. **Knowledge of** (1), (2), (3), (6), (11),* (12);* **ability to** (18), (19), (20), (21), (22), (25) budgeting.

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