

# **INFORMATION SYSTEMS ADMINISTRATOR**

**Exempt**

- I. **Summary.** Administers the information systems of the Cooperative, including hardware, personal computer software, network and communications. Troubleshoots related problems coordinating solutions with senior management and vendors.
  
- II. **Reporting Relationships**
  - A. Reports to: Director of Office Services
  - B. Directs: None
  
- III. **Responsibilities and Authorities**
  - A. Essential functions of the job
    1. Designs, implements, manages and maintains wide-area network of machines and communications thereof.
    2. Establishes and recommends policies on system use and services.
    3. Assists with annual budget preparation.
    4. Routine travel required to maintain wide-area network.
    5. Regular attendance during normal business hours.
  - B. Additional functions of the job
    1. Acts as interface to users, giving instruction and troubleshooting.
    2. Evaluates and purchases equipment as required.
    3. Responsible for department budgeting.
    4. Coordinates with other departments for their data needs, troubleshooting problems with different systems, coordinates with vendors in solving problems.
    5. Generating special reports in a timely manner.
    6. Keeps abreast of current affairs of the Cooperative and is able to communicate this to the members.
  - C. Learning and Training
    1. Stays abreast of changes in computer software, systems and coordinates scheduling of updates.
    2. Coordinates training personnel in computer usage and procedures.
    3. Attends meetings, workshops and seminars to stay abreast of applicable changes. Some travel required.
  - D. Safety
    1. Attends office safety meetings
    2. Practices office safety such as safely moving boxes and equipment.
    3. Keeps work area and computer equipment organized and maintained for the safety of all personnel.
  - E. Inspecting, Record-Keeping, and Verifying
    1. Assists in the coordination with all departments the use of computer and printer equipment for monthly reports, billing, and other productions.
    2. Understands and follows software vendor's usage manuals, updates and other documentation.
    3. Responsible for security of systems, user logins and privileges, backups, logging and storage of data.
  
- IV. **Relationship**
  - A. Internal
    1. Director of Office Services - To receive instructions and special training.
    2. Other Employees - Cooperates with and coordinates with as a working team.
  - B. External

1. Members - Maintains courteous and cooperative relationships that will nurture good will towards the cooperative.
2. General Public - Improves member/public relations and fosters high acceptance of the cooperative as a whole.

## **V. Qualifications**

### **A. Job Requirements**

1. Training and experience – Two years previous systems administration experience.
2. Knowledge – Knowledge of PC networking, hardware and software.
3. Abilities and Skills –
  - a. Strong inter-personal and communication skills; capable of writing proposals or papers, acting as a vendor liaison, making presentations to professional peers, and working closely with upper management.
  - b. Ability to communicate effectively with cooperative members, employees, and vendors. Able to promote continuous good member and public relations.
  - c. Ability to solve problems quickly and completely.
  - d. A solid understanding of networking/distributed computing environment concepts; understands principles of routing, client/server programming, the design of consistent network-wide file system layouts.
  - e. Ability to program in an administrative language.
  - f. Able to meet deadlines, organize work, coordinate activities and set priorities accordingly.
  - g. Ability to maintain confidentiality with regard to member information.
  - h. Must pass a physical exam initially, and drug/controlled substance screening tests randomly.
  - i. Has and maintains a valid driver's license with a good driving record and insurable under the standard rate of the current carrier.
4. Must have access to reliable transportation to and from work.

### **B. Educational Requirements - A degree in computer science or a related field preferred.**

### **C. Physical Demands and Working Conditions**

1. Moving boxes (approx. 40 lbs.) such as computer equipment and paper.
2. Climbs step-ladder as necessary to maintain network wiring.
3. Works indoors in office setting where there is little or no physical discomfort due to temperature, dust, noise, etc.; uses computer, calculator, copier, etc.
4. Works extended hours as required.
5. Ability to reach or place supplies stored in or on cabinets.
6. Sitting frequently required; standing occasionally; frequent traversing within office area.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Agreed to:

---

Information Systems Administrator

---

Date

---

Director of Office Services

---

Date