City of Cordova Position Job Description

Technology Coordinator

DEPARTMENT: ADMINISTRATION

SUPERVISOR: CITY MANAGER

CLASSIFICATION: FULL TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

HOURS: MON-FRI OFFICE HOURS, 0800-1700; OCCASIONAL EVENING AND WEEKEND HOURS ARE REQUIRED

SUMMARY

The Technology Coordinator maintains technology needs and electronic records storage for the City under the policy guidance and supervision of the City Manager.

GENERAL STATEMENT OF DUTIES

Performs tasks in support of managing distinct networks, database administration, and implementing technology solutions to meet organization needs.

Provides direct support to meetings and events requiring technology coordination and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carry out technology plans and electronic records management.
- Maintains inventory of technology hardware, peripherals and software; coordinates technology equipment (hardware), software and peripheral (printer ink/cartridges, etc.) purchases.
- Coordinates technology training for city staff. Ensures legal and ethical use of technology.
- Manages, operates and maintains all technological equipment that does not fall under other third party contracts; including setting up and operating A/V technology for meetings and events.
- Serves as primary contact and on-the ground staff for technology-related service providers.
- Assists with technology-related purchases, installation, maintenance and upgrades of systems.
- Assists technology-related service provider with minor repairs and assembly of computers, computer peripherals, and other technology equipment.
- Assists technology-related service provider with special and ongoing projects regarding technology.
- Maintains City of Cordova website and coordinates City Department web pages and content.
- Recommends and tracks approved technology-related budget items.
- Assists Superintendent of Facilities with building security systems.
- Assists with Emergency Management Technology as needed.

Effective Date: 05/18/22

MINIMUM QUALIFICATIONS

A. High School diploma or GED.
B. Two (2) years' experience with technology hardware and software.

PREFERRED QUALIFICATIONS

A. Post-secondary degree in computer science or related field preferred.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

A. Working knowledge of technology systems (computer hardware, software and peripherals).
B. Experience in technology systems' operations.
C. Moderate skill in technology systems' maintenance.
D. Excellent interpersonal, problem-solving, and verbal and written communication skills.
E. Skill in establishing and maintaining productive working relationships.
F. Ability to read, analyze, interpret, and apply highly technical information.
G. Ability to handle confidential employee and administrative information with tact and discretion; ability to maintain confidentiality.
H. Ability to make decisions to resolve problems in accordance with established policies and procedures.
I. Ability to understand and follow written/oral policies, procedures and instructions.
J. Ability to coordinate, analyze, and utilize a variety of reports and records.
K. Ability to use logic and creative thought processes to develop solutions.
L. Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.
M. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
N. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
O. Demonstrated integrity, ingenuity, and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Extensive knowledge of computer systems and technology resource integration; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position may be subject to a background check (criminal history, verification of education and employment history).

Effective Date: 05/18/22

WORKING CONDITIONS

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings will be required.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate keyboards, manipulate wires and small tools. Sufficient mobility, with or without accommodation, to move between work stations. Capable of reaching, climbing, kneeling, crouching or crawling.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 05/18/22