

**INFORMATION TECHNOLOGY ADMINISTRATOR** - Starting salary range: \$73,500 –\$85,000,  
DOQ

The Hampton Roads Planning District Commission, a regional planning agency, representing the interests of the 1.7 million residents in the ten cities and six counties of Hampton Roads is seeking candidates to fill the position of Information Technology Administrator. Candidates should have a thorough background in Information Technology, Microsoft server and operation skills. Requires BS in Computer Science, Information Technology or closely related field and considerable experience (10 years) in Systems Design and Maintenance. Master's preferred. A position description follows this page.

Resumes should be sent to Hampton Roads Planning District Commission, ATTN: Ms. Kelli Peterson, Human Resources Manager, 723 Woodlake Drive, Chesapeake, VA 23320 or by email to [kpeterson@hrpdcva.gov](mailto:kpeterson@hrpdcva.gov) by 4:30 p.m., September 17, 2010. EOE/AA.



Title: Information Technology Administrator  
Supervisor: John Carlock, Deputy Exec. Dir. HRPDC  
Department: Information Technology  
Salary Range: \$73,500 - \$115,634  
Classification: Exempt

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### **GENERAL DEFINITION OF WORK**

The IT Administrator will be responsible for the strategic planning and oversight of all aspects of business and corporate information systems.

The intent of this job description is to provide a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

### **ESSENTIAL JOB FUNCTIONS**

Works with all departments to determine information systems requirements and to plan how those requirements will be met. Supervise delivery and implementation of systems.

Works closely with Operations to define and deliver new products and enhancements.

Identifies, compares, selects and implements technology solutions to meet current and future needs.

Maximizes the mix of in house versus outsourced services and manages outsourced services.

Follows IT System Development Methodology (SDM) and defines and adjusts IT standards and technologies.

Operates and maintains the internal networks and e-mails of the organization.

Provides employees with telephone connections.

Provides telephone system upgrades/changes as required.

Solves problems that arise by providing efficient technical support and finds the defects in the network.

Installs and configures the computers and the entire equipment of the network.

Develops and maintains the data architecture for all automated systems; determines equipment and software needs.

Revises and insures security of all data entities including tested procedures for backup, recovery, and security.

Provides ongoing staff training on database technology; acts as staff resource person.

Furnishes backup programming and analysis support.

Collects end-user and analysts' views of what should be in databases; determines how to include new data in databases. Maintains a view of the future needs and applications, so that databases can be made to evolve in an appropriate manner.

Plans for compatibility with existing data structures for conversion of these structures.

Monitors system performance; determines when and how physical databases need tuning to improve performance.

Stays current with computer technology developments through training research and individual study.

Represents Information Technology in dealings with vendors, as required.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Promotes and ensures proper employee training.

Solves the connectivity problems related to Local Area Network (LAN) and Wide Area Network (WAN) and has a useful protection for viruses on the computers.

Designs IT policies and implements them with the consent of management.

Prepares an annual business plan for the IT Department by coordinating with other departmental heads and management.

Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of Microsoft Windows Active Directory, Exchange, Outlook.

Knowledge of Microsoft Office 2007/2010.

Knowledge of Windows XP / Windows 7 64-bit.

Knowledge of LAN/WAN systems.

Knowledge of VOIP.

Knowledge of Backup Exec 2010.

Knowledge of Barracuda Spam and Web Filters.

Knowledge of Polycom Video Conferencing.

Knowledge GIS/ArcView.

Knowledge mobile communications.

Knowledge of Blackberry devices and servers.

Knowledge of Microsoft Windows environment (Word, Excel, Access, Power Point).

Knowledge of computer systems design and database application and management.

Knowledge of appropriate computer language and of current software engineering techniques.

Ability to plan and supervise the work of others.

Ability to communicate effectively and tactfully with application personnel and end users.

Ability to use analytical techniques in a dynamic environment and in an efficient manner.

Ability to assimilate large quantities of data and assemble to a common system.

Ability to establish and maintain effective working relationships with staff, vendors and suppliers.

## **EDUCATION & EXPERIENCE**

Bachelor's Degree in Computer Science, Information Technology, Management Information Systems, or related field required. A Master's in the same field preferred. Business training and experience a plus. Preferred Certifications: Microsoft Certified System Engineer (MCSE), Microsoft Certified System Administrator (MCSA), Cisco Certified Network Associate (CCNA). Ten-plus years' network administration experience required.

## **ADDITIONAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines which include a telephone trunk lines, computers, copiers, printers. Occasional walking to and from offices, intermittent stooping and bending. Most work is done while sitting at a desk and/or in front of a computer. Ability to lift up to 50 pounds.

**Interpersonal Communication:** Requires excellent interpersonal skills, and the ability to work with all levels of internal management and staff as well as outside clients. Requires the ability of

speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to other staff as well as receiving instructions, assignments and/or directions from superiors.

**Use of HRPDC vehicles/Valid Motor Vehicle License:** Must possess a valid motor vehicle operator's license issued by the State of Virginia and must have a satisfactory driver's record as identified by the organization's insurance carrier. In the absence of a valid motor vehicle license, must have reliable means of transportation to attend off-site meetings as necessary or required.

**Language Ability:** Requires the ability to read a variety of records and reports, correspondence as well as prepare correspondence and related material using a prescribed format and conforming to all rules of punctuation, grammar and style.

**Verbal Aptitude:** Requires the ability to record and deliver information, explain procedures and follow written and oral instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and determine percentages and decimals.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, switches, etc. Must have eye/hand/foot/coordination.

**Interpersonal Temperament:** Position requires flexibility. Must be able to follow supervisor's instructions and HRPDC rules and regulations, and be appropriately respectful of the rights of others in the workplace. Must have the ability to work under various levels of stress.

**EEOC/ADA Compliance:** The HRPDC is an Equal Opportunity Employer. ADA requires the HRPDC to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations with management.

Approved: August 26, 2010.