<p align="center">**INFORMATION TECHNOLOGY (I.T.) ADMINISTRATOR**</p>

<p align="center">**Position Description #50**</p>

Basic Function

Under direction of the Director of Information Systems, administers Information Technology (IT) equipment and services of Lake Apopka Natural Gas District (LANGD).

Primary Duties and Responsibilities

1. Ensure proper functioning of District's IT systems, services and resources. Make upgrades when necessary.
2. Perform duties in accordance with LANGD and IT department policies and goals; monitor policies within scope of responsibility to ensure compliance.
3. Plan, schedule, document, troubleshoot and assess IT projects and help desk tickets.
4. Execute LANGD and IT department plans, projects and directives. This includes, but is not limited to, new installation, removal, and modification of IT systems, services and resources.
5. Develop, teach and promote an atmosphere of learning including training LANGD IT users.
6. Maintain high level and detailed knowledge on the computing industry including best practices, evolving technologies and security threats. Attend professional training and conferences as directed.
7. Assist with sourcing IT services and products as needed. Complete and/or assist in conducting IT system evaluations.
8. Protect LANGD data, including planning backups and securing undesirable access.
9. Comply with all safety policies, practices and procedures reporting all unsafe activities to Management and/or or Human Resources.
10. Participate in proactive team efforts to achieve departmental and company goals.
11. Contribute to building a positive team spirit.
12. Communicate effectively with all levels of employees.
13. Protect confidential information by not communicating, disclosing to, or using for benefit of third parties.
14. Maintain the highest degree of honesty and integrity at all times.
15. Perform other such duties as may be required

Knowledge, Education and Skill Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Bachelor's degree (BS) in Computer Science or a related field from a four-year college or university; or at least five (5) years related experience and/or training; or equivalent combination of education and experience.
- Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- <u>Computer Skills:</u> Experience with IT systems, networking, database, project management, spreadsheet and word processing software, electronic mail, graphics, technical diagrams, flow charts, etc.
- <u>Licensing:</u> A valid Florida driver's license.

<u>Other Significant Facts</u>.

<u>Confidentiality</u>: Absolute confidentiality is required in day to day work.

<u>Working conditions</u>: Works primarily inside in normal office environment with some outside work. Visits operational and construction sites from time to time and encounters normal hazards associated with the natural gas industry. Subject to dirt and grease when handling parts and equipment. Heavy lifting; heavy carrying; reaching above shoulders; use of fingers; use of both hands; straight pulling; pulling hand over hand; pushing; walking; standing; kneeling; bending, stooping, shoving; twisting.

<u>Drug/alcohol testing</u>: Employees in this position are required to undergo testing for alcohol and illegal drugs.

This position description should not be construed to imply that these are the exclusive duties of this position. Employees may be required to follow any other instructions, and to perform other related duties, that may be required by their supervisor.

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Employee Signature   Date

01/17