

POSITION DESCRIPTION
Computer and Electronic Systems Administrator

I. INTRODUCTION

The Administrator serves as the primary person to administer special functions for the Central Texas Housing Consortium (CTHC). This employee has broad responsibilities in the performance of computer and electronic systems administration duties in addition to the development and implementation of other programs and procedures. Duties are performed in accordance with federal, state and local laws, applicable regulations, and CTHC's policies and procedures.

II. DUTIES AND RESPONSIBILITIES

Under the guidance of the Chief Financial Officer, employee performs duties related to computer system support and electronic systems administration and the development, implementation and/or monitoring of other assigned programs. These duties include:

- A. Serve as computer system support including installing, configuring and support of CTHC's local area network, Internet and intranet and other electronic systems including:
 - 1. Monitoring and testing of local area network and other data communication networks to ensure they operate correctly with minimal interruption.
 - 2. Monitoring of web site performance and correction of issues.
 - 3. Research, recommend and install network and data communications hardware and software.
 - 4. Perform necessary maintenance to support all electronic systems.
 - 5. Provide assistance concerning use of computer hardware and software, including printers, email and operating systems.
 - 6. Test and implement new software programs which will result in efficiency improvements.
 - 7. Set-up new computer systems and perform routine maintenance.
- B. Serve as electronic systems administrator for Website, key systems, Lindsey applications, cell phones, electronic tracking devices, Docuware, social media management, cloud-based storage and other such systems as assigned.
- C. Perform an array of technical, research, analytical, planning, and training activities in addition to providing assessments related to the development and implementation of new or other programs.
- D. Maintain required certification(s) and regularly attend training to ensure processes and procedures reflect current hardware and software configurations.
- E. Other duties as required.

III. EDUCATION/SKILLS

- A. Employee must have a two-year computer science degree from an accredited college or four years of related experience. A current CompTIA A+ certification is preferred.
- B. Ability to meet and deal tactfully with the public, residents, and employees.
- C. Computer literate with knowledge of spreadsheet, database and word processing programs.
- D. Able to read, understand and apply technical manuals and implement findings
- E. Ability to prioritize work and interpret, analyze, test, troubleshoot and evaluate existing network systems.
- F. Effective written and verbal communication skills, a pleasant and courteous demeanor, strong organizational skills, mature judgment and the ability to work as part of a team.

IV. PHYSICAL REQUIREMENTS

Employee must be able to travel to and complete work at multiple sites, sit for extended time periods using the computer and lift up to 30 pounds.

V. OTHER REQUIREMENTS

- A. Employee must possess valid Class C driver’s license and have a driving record which will meet requirements of the CTHC auto insurance company.

Employee must protect insurability by driving in such a manner both on and off the job so as not to be found guilty of DWI or have been issued a number of traffic violations which result in cancellation of the employee’s coverage or an increase in rates. Upon such notice, the Executive Director may terminate the employee for misconduct related to the job.

- B. Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The Executive Director may terminate the employee for these practices.

VI. SUPERVISION RECEIVED

Employee is under the direct supervision of the Chief Financial Officer.

CERTIFICATION: I have read and understand the above position description, and I agree to fulfill all job requirements.

Employee Signature

Date