



Superstition Fire & Medical District

Job Description

Job Title: Planning & Technology Support Administrator

FLSA Class: Exempt

Salary Range: [44] \$62,046.96 - \$83,148.86 **Dept:** Community & Technical Services

Position Summary:

The primary function of this position is to plan, direct, and manage the day-to-day operations of technology service delivery activities. This position provides analysis and resource support for SFMD technology goals and objectives, implementation and management of technical processes, and support of technology initiatives.

This position is also responsible for developing project proposals, facilitating meetings with vendors, contractors, and staff in support of project activities. Gathering information from technical experts and compiling data for project specifications and procurement efforts; producing project budgets with approvals from appropriate levels to ensure projects remain on-time and on-budget.

This position also acts as the Technology Budget Manager, Grant Writer, Contract Gatekeeper, Accreditation Manager, Strategic & Operational Plan Coordinator and produces the Annual Report.

Principle Duties and Responsibilities:

Essential Functions

- Supervises the Software Administrator & IT specialist.
- Manages contracted IT provider.
- Oversees, directs, and monitors network security groups and permissions, callback numbers, distribution groups, and users.
- Coordinates communications with others to maximize the effectiveness and efficiency of interdepartmental operations and activities; cultivates and encourages service-oriented philosophy among IT staff.

- Maintain the confidentiality on network information being processed, stored, or accessed.
- Functions as project lead, coordinating the technical implementation of assigned projects and the development and administration of end user training.
- Evaluates and expands current network to ensure efficient operations of PC's.
- Responsible for maintaining accurate hardware inventory and software licensing compliance.
- Develops and administers the budget for SFMD technical projects as well as the service delivery team; monitors expenditures to stay within budget; conducts fiscal/economic impact studies and cost/benefit analyses to prepare budget projections.
- Prepares long range technology plans and assists with developing master plans and other strategic documents
- Continually monitors and evaluates the efficiency and effectiveness of technological service delivery, assesses work load, reporting relationships and opportunities for improvements within the programs, services and facilities.
- Troubleshoots and resolves user requests for assistance with hardware, software, telecommunication systems, Internet, Intranet and network/LAN problems, or escalates/refers to appropriate source.
- Conducts research; analyzes and interprets data; prepares surveys and reports; for evaluation and decision making at a strategic level.

Knowledge, Skills and Abilities

- Manage one or more projects simultaneously
- Integrate IT resources and project needs so that realistic strategic goals are established, measured, and met.
- Knowledge of hardware and technical software operations with an emphasis on Microsoft products.
- Monitor network stability, and available during non-business hours.
- Work with little or no supervision.
- Ability to maintain a professional demeanor during stressful situations
- Ability to work independently on multiple projects while meeting deadlines

Minimum Required Qualifications

- Bachelor's Degree in Computer Science, Information Systems, or equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities and 1 to 2 years of supervisory experience.
- Must possess a valid Arizona Driver's License.
- Experience with the following software: ImageTrend, Telestaff, Target Solutions, CYMA, Tyler, and Microsoft Office, Microsoft Server 2012, and Active Directory.

Preferred Qualifications

- Ability to develop and maintain LAN operations
- Experience with Microsoft SQL Administration
- Experience with Cisco routers and VoIP

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.

Salary and Benefits:

The District offers an excellent benefit package that includes:

- Paid Vacation and Illness Leave
- Uniform Allowance
- Tuition Reimbursement
- Retirement benefits through Arizona State Retirement System
- Group Insurance benefits available to choose from include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Basic Life/AD&D Insurance – paid by District
 - Supplemental Life/AD&D Insurance
 - Long Term Disability
 - Supplemental Insurance
- 457(B) Deferred Compensation Plan and Roth IRA
- Employee Assistance Program – paid by District

SFMD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.