

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	IT Systems Specialist	<b>BAND/LEVEL:</b>	TEC IV
<b>DEPARTMENT:</b>	Information Technology	<b>JOB NO:</b>	3225
<b>DIVISION:</b>	Information Technology	<b>DATE:</b>	12/1/2017
<b>REPORTS TO:</b>	Manager, Technical Operations	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	123
<b>REPLACES:</b>	Electronic & Communication Systems Specialist	<b>LAST REVISED DATE:</b>	01/11/2017

**JOB SUMMARY STATEMENT:** Responsible for the operation of the organization’s access control, closed circuit television, IP cameras, structured cabling system, uninterruptible power system (UPS) and other electronic systems, both hardware and software. Supervises vendor staff performing activities within these systems. Routinely evaluates hardware and software in alignment with the organization’s requirements. Typically performs training and consulting to others about the organization’s special systems. Answers Help Desk phone calls as required.

**DUTIES AND RESPONSIBILITIES:**

1. Operates the organization’s access control, closed circuit television, IP Cameras, structured cabling system and UPS systems. Assists with paging and security systems, as needed.
2. Assists in the development of bid documents.
3. Keeps up-to-date on industry trends and new technology developments. Evaluates vendor products as necessary. Makes recommendations as appropriate.
4. Produces schematics and other working drawings and documents as necessary for special systems.
5. Develops and manages reports on maintenance and repair times. Records labor and materials costs. Performs system reports, asset management, document archival and retrieval as required for these electronic systems.
6. Provides consulting to others on the organization’s special systems including, but not limited to, access control, closed circuit television, IP Cameras and structured cabling.
7. Responds to emergency situations as needed for the purpose of resolving immediate concerns.
8. Provides troubleshooting support for service issues that may arise. Aids in the diagnosis and resolution of system connectivity issues.
9. Assists in development of project plans, time and cost estimates, implementation schedules, and project time lines.
10. Supports technology at Council and Committee meetings as needed. Answers Help Desk phone calls and participates in on-call rotation as required.
11. Performs other duties as assigned.

12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines and beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Associates Degree in electronics engineering, computer science, or a related field, or an equivalent combination of formal education and work experience in the special systems field.
- Must have a valid driver's license and maintain an insurable driving record.
- **To comply with Kansas Criminal Justice Information System security requirements, must be at least 18 years of age.**

### EXPERIENCE:

- 3 years of field electronics engineering or special systems experience to include working knowledge of operations and component of at least three of the following: Access Control, Closed Circuit Television, IP Cameras, Telecommunications, structured cabling system or UPS systems.

### OTHER REQUIREMENTS:

- Ability to manipulate small items/wires without direct line of site.
- Ability to differentiate colors during varying wiring requirements.
- Ability to operate bucket truck to height of 35 feet.

### SKILLS:

1. Working knowledge of special systems including components, installation, troubleshooting, and documentation.
2. Ability to perform intermediate level tasks with Microsoft Office or Google Apps.
3. Strong organizational and time management skills.
4. Mathematical aptitude needed to analyze electronic data.
5. Advanced oral and written communication skills.
6. Ability to analyze and interpret electronic schematics and building floor plans.
7. Strong listening and organizational skills.
8. Attention to detail.

### MENTAL REQUIREMENTS:

1. Ability to work independently.
2. Ability to prioritize work.
3. Ability to analyze complex problems and recommend possible solutions.
4. Alpha and numeric recognition.
5. Abstract and logical reasoning.
6. Decision making ability.
7. Ability to adapt to a changing environment.

### PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, climb, push, and pull.
2. Ability to lift approx. 50 lbs. and transport 25 feet.
3. Ability to push/pull up to 100 lbs.
4. Ability to enter/work in confined spaces (maintenance holes).
5. Ability to operate power and/or hand tools.

6. Exposure to heights.
7. Exposure to loud noises.
8. Exposure to extreme temperatures.
9. Ability to operate a city vehicle.
10. Hand and eye coordination adequate for analyzing electronic circuitry and computer input.
11. Ability to distinguish colors.
12. Ability to make and receive phone calls.
13. Ability to travel to all City sites.
14. Ability to troubleshoot electronic systems.

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

Standing	occ.-constant	even and uneven surfaces
Walking	occ.-constant	even and uneven surfaces
Sitting	occ.-constant	variable depending on daily job requirements
Driving	freq.-constant	variable depending on daily job requirements
Bending	occ.-constant	variable depending on daily job requirements
Stooping	occ.-constant	variable depending on daily job requirements
Twisting	occ.-constant	variable depending on daily job requirements
Kneeling	occ.-constant	variable depending on daily job requirements
Squatting	occ.-constant	variable depending on daily job requirements
Crawling	occ.-constant	variable depending on daily job requirements
Stairs	occ.-constant	variable depending on daily job requirements
Ladders	occ.-constant	variable depending on daily job requirements

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Misc tools	0-10 lbs	floor-overhead	variable	occasional	one to two hand lift
Elec. Panel enclose	80 lbs.	ground to chest	variable	occasional	two hand lift
UI power supply	80 lbs.	floor to knee	variable	occasional	two hand lift
server battery	60-75 lbs	floor to waist	variable	occasional	two hand lift
misc. other items	80 lbs.	floor to waist	variable	occasional	two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Misc tools	0-10 lbs.	0-300'	variable	occasional	two hand carry
Elec. Panel enclose	80 lbs.	0-300'	variable	occasional	two hand carry
UI power supply	80 lbs.	0-300'	variable	occasional	two hand carry
server battery	60-75 lbs	0-300'	variable	occasional	two hand carry
misc.other items	0-80 lbs.	0-300'	variable	occasional	two hand carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
UI power supply	75 lbs.	Occasional	Two hand push
Misc. other supplies	0-40 lbs.	Occasional	Two hand push

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
wire	50 lbs.	Occasional	Two hand pull
Misc. other supplies	0-75 lbs.	Occasional	Two hand pull

REACHING	DURATION	DESCRIPTION
Above shoulder level	Occ-constant	Task dependent
At shoulder level	Occ-constant	Task dependent
Below shoulder level	Occ-constant	Task dependent
Below waist/knee level	Occ-constant	Task dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	up to contant	type of job dependent; motor vehicle operation
Pinching	up to contant	type of job dependent; motor vehicle operation
Wrist Flexion & Extension	up to contant	type of job dependent; motor vehicle operation
Wrist Lateral Deviations	up to contant	type of job dependent; motor vehicle operation
Pronation & Supination	up to contant	type of job dependent; motor vehicle operation