



Brazos Transit District

Job Description for IT/DATA Tech

The purpose of this job description is to communicate the responsibilities and duties associated with the position of IT Director. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below their own.

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|-----------------------|--|
| Job Title: | IT/DATA Tech |
| Supervisor: | Deputy CEO/General Manager |
| Location: | 2117 Nuches Lane, Bryan, Texas 77803 |
| FLSA Status: | Exempt |
| Safety Status: | Non-Safety Sensitive |
| Job Brief: | The Job of IT Manager is to maintain the BTD computer network. |

Essential Functions

- Evaluate user needs and system functionality;
- Schedule upgrades
- Research and install new systems;
- Ensuring the smooth running of all BTD systems, including anti-virus software, print services and email provision;
- Provide secure access to the network for remote users;
- Provide users with appropriate support and advice;
- Keep up to date with the latest technologies.
- Apprentice on minor electrical troubleshooting and repairs, as well as pulling/installing electrical and data cables.
- Assisting on electrical device trouble shooting and repairs.
- Setup new users, PC's, printers and other IT peripherals.
- Assist in adding and updating user logins and software permissions were applicable.
- Gather, organize, and maintain data from various sources, ensuring accuracy and consistency.
- Collaborate with staff to understand data needs to develop and generate comprehensive reporting solutions.
- Assist in maintaining VOIP phone system, cell phones, security cameras, access control systems, and MDT's.
- Install and update software used by BTD.
- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

Education and Experience

- An education equivalent with a high school diploma.
- Ability to express complex technical concepts effectively, both verbally and in writing
- Five years of experience.

Aptitudes Required This job requires the following levels of aptitudes:

Reasoning Development - must be able to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret variety of instructions furnished in written, oral diagrammatic, or schedule form.

Language - must be at a level that would normally read a variety of novels, technical magazines with excellent comprehension. Must be at a level that would normally read at a rate of 120 - 215 words per minute. Must be able to write compound and complex sentences employing adjectives. Must be able to speak clearly and distinctly with appropriate pauses and emphasis. Must be able to write reports and essays with proper format, punctuation, spelling and grammar.

Math Development - must be able to add, subtract, multiply and divide.

Supervision Received

Supervision is minimal.

Work Environment

Works in normal office environment. Occasional need for exposure to fumes, chemicals, solvents, etc. Rare need to work outdoors, in confined spaces, or exposed to extreme temperatures.

Physical Requirements

- Have constant need (66% - 100% of time) for sitting, finger dexterity, and for typing or writing.
- Have occasional need (1% - 33% of time) for standing, walking, bending, stooping, squatting, grasping, gripping, or for driving or operating equipment.
- Have rare need (less than 1% of time) for climbing stairs, lying down, pushing/pulling, reaching above shoulders, or for climbing ladders.

Lifting/Carrying

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have occasional need (1% - 33% of time) to lift/carry 10-25 pounds.
- Have rare need (less than 1% of time) to lift/carry 26-150 pounds.

Other

Ability to see details and to see beyond arm's length. Ability to hear and speak with other personnel to communicate effectively.

Optimum Qualifications

The successful candidate should have at a minimum good English communication and must also meet the aptitude requirements listed in this description. Exceptional organizational skills are needed.

I have read, understand and agree to perform the duties as outlined in this job description.

Employee's signature

Date

Supervisor's signature

Date



Brazos Transit District

Applicant Acknowledgement

I _____ acknowledge that I have received a copy of the job description for the Information Technology Director for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Applicant Signature

Date



Brazos Transit District

Employee Acknowledgement

I _____ acknowledge that I have received a copy of the job description for the Information Technology Director for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Employee Signature

Date