CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2018-03
CLOSING DATE: 02/26/2018

Job Title: IT Systems Administrator

Work Location: 5658 Bear Lane & as assigned

Reports To: Director of IT

FLSA Status: Exempt   **Grade:** 26

Department: MIS

Salary: $54,683.20-$88,171.20
(Min-Max Annually)

General Summary: Under the direct supervision of the Director of IT, is responsible for the daily administration and maintenance of the Regional Transportation Authority's IT network environment and transit software systems; performs a variety of maintenance, evaluation, installation, and training tasks to enable users to maximize productivity.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Administer and maintaining advanced technology systems such as automated vehicle location/mobile data terminal systems.
- Supervises Electronics department personnel by ensuring activities comply with all RTA personnel policies, practices, and procedures in all areas of employment such as work assignment and review, training, performance evaluation, discipline and safety.
- Oversees RTA's entire Network which includes RTA Cisco Phones and Cisco Switches (Operations and Administration buildings).
- Administer, configure, and perform maintenance on network switches, routers, wireless access points, and other devices as necessary.
- Ensures Bus Vehicle PMI's (DRI, Genfare, Digital Destination Signs and RTA Wi-Fi) are in a schedule maintenance program and oversees all installations.
- Coordinate third party agreements for technology software and hardware equipment.
- Provide technological support for digital display and bus technology.
- Assist in maintaining database structures and resources from transit software.
- Assists with installation, configuration, and maintenance, telecommunication equipment,, and other related equipment,
- Able to coordinate activities of assigned project.
- Must be able to give presentations to a variety of different groups within the agency.
- Ability to write routine reports and correspondence. Ability to speak effectively before employees of the organization.
- Works independently and with teams on complex issues where analysis of situations or data requires an in-depth evaluation of variable factors.
- Provides input for the overall departmental budget.
- Performs web based applications, installation and upgrades.
- Troubleshoots applications to identify and correct malfunctions and other operational difficulties.
- Instruct system users on transit software and other applications.
- Analyze the data stored in the database and makes recommendations relating to performance and efficiency of that data storage.
- Maintains a dependable attendance record.

- Complies with Regional Transportation Authority policies and procedures.
- Establishes and maintains effective professional working relationship with those contacted in the course of work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality and interacts with others in an effective professional manner.
- Performs other duties as assigned.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:
Knowledge of:
- Extensive knowledge of computer hardware and software;
- Computer networking programs, systems, languages, principles and technology;
- Technological developments/trends in area of expertise;
- Available computing and/or network hardware and peripheral equipment;
- Computer and/or network security systems, applications, procedures, and techniques;
- Federal copyright laws as they pertain to the use of computer software;
- Transit and GIS Software applications
- SQL Server, Databases and Microsoft Office applications
- Correct English usage, spelling and vocabulary.

Ability to:
- Network and operate servers and workstations;
- Install, configure, and software;
- Provide technical guidance and training to end-users;
- Communicate with coworkers with proficiency at many different levels of computer literacy;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment;
- Exercise independent judgment and responsible decision making;
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

Skills:
- Demonstrated superior verbal and written communication skills;
- Demonstrated strong analytical, problem solving and negotiation skills, preferably in an environment with multiple departments and dispersed personnel;
- Demonstrated excellent interpersonal relationship; and
- Proficiency in Microsoft Office and/or similar application(s) and various other computer programs and operating systems.

Experience and Training Requirements:
This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Computer Science, Business or related field and / or recognized IT Industry certifications (Microsoft, Cisco, CompTIA). Cisco certifications preferred.

- **Experience:** Minimum of three (3) years directly related experience to include minimum one (1) year supervisory experience. Cisco Networking skills and Transit experience preferred.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate RTA vehicles.
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Working Conditions and Physical Requirements:
Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential & marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 50lbs, long periods of sitting, repetitive movements, frequent standing, crouching, kneeling, twisting, reaching, bending and lifting while installing or servicing computer equipment.