

MILFORD TOWNSHIP

IT Systems Manager

The IT Systems Manager is a support position primarily ensuring continued computer network functioning, cyber-security, back-ups, development of GIS and advancement of digital capabilities. The position applies technology to improve operational efficiency and coordinates community information.

Position Background

Milford is a MacIntosh environment with a PC. The network includes servers, shared printers, internet connection, Wi-Fi and RAID. FileMaker Pro and QuickBooks utilize the server, while other applications are run on local computers using peer-to-peer, local and TimeCapsule data storage. GIS was developed in the 1980's on the Mac. Data was migrated to ESRI and into the open platform QGIS.

Position Description

The position requires a thorough knowledge of the Mac OSX and skills with GIS. The position depends upon insight focused on network and work station functions, security, back-up protocols using Drobo (RAID) and software management. The ability to apply technology to achieve functions such as traffic counts and speed detection is essential as is mapping with QGIS and GoogleMap. Basic support functions include configuring hardware to enable production of large format maps on a HP DesignJet 4000ps and participating in public communication including Bucks Co. Everbridge emergency notification. Information coordination includes use of web-site, social media, intranet refinement, e-mail lists, media monitoring, print and presentations that include emergency notice, projects, minutes, parks, trails and recycling. Community relations involves complaint resolution, service requests and standard operating procedure documentation. Regulatory compliance requires reports to external agencies for NPDES MS4, Right-to-Know, MSDS, and permitting. Research is needed for budget preparation, grant applications and methods to improve performance. Assistance is expected for community events and volunteers coordination. The position shall uphold the reputation of Milford Township by communicating accurate messages that portray the organization in good light and will conduct damage control in the event of negative situations.

Job Competencies

Education: Bachelor's Degree in related field or work experience.

Experience: Over two years experience with Information Technology.

Computer: Proficiency in Microsoft Office, File Maker and Web site administration.

Knowledge: Knowledge of functions of municipal government and public administration.

Abilities: Strong interpersonal and communication skills; proven experience expressing ideas effectively; both orally and in writing. Ability to write with correct spelling, grammar and proper punctuation. Ability to research, write and edit statistical, financial and factual information. Ability to exercise good judgment and tact in problem resolution. Ability to learn new concepts and ideas concerning local government. Ability to promote and establish effective work relationships.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms. The employee is required to use office machines such as computers, telephones, copiers, and other related office equipment.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work is generally performed in an office setting with a quiet environment. Occasionally the work is performed in a public meeting setting that may result in excess noise levels at times. Work also may involve walking outdoors to investigate

This position works a 40-hour work week. Monday through Friday. Attendance at evening meetings may necessitate flexible work hours.

Selection Guidelines

Formal application, rating of experience and education, oral interviews, reference checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description form does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.