

**Classification Title: Information/Technology Engineer**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Analyzes, designs, constructs, and manages databases, networks, server farms, operating systems and/or related software which support current and future technology applications. Researches and evaluates products which may enhance current or future activities. Directs the implementation and completion of special projects as assigned. Serves as a technical lead or subject matter expert.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Assesses needs, gathers requirements and designs software, hardware, networks, and/or databases to meet requirements and analyzes requests from business users. Assists users in understanding data, equipment, software, and/or networking requirements. Manages system quality control, system integrity and security. Research & recommends, manages and monitors project budgets for assigned projects. Provides input into the department’s business and strategic plans.
2	S	Researches new technologies to maximize the effectiveness of systems, equipment, software, and database infrastructures. Installs, monitors and modifies advanced applications, systems, and/or processes. Monitors system performance and activity and troubleshoots hardware and software problems. May perform design work on projects and research and recommend technology options for issues. Provides support for ongoing monitoring & tuning activities and initial installation/configuration/coding work
3	S	Plans and installs system, equipment, and/or software upgrades and monitors performance to ensure maximum system operation. Develops and implements system backup procedures and storage, disaster recovery, and/or business continuity processes.
4	S	Develops documentation for processes. Answers questions and resolves software, systems, network or design problems.

#	Code	Essential Functions
5	S	Develops and manages vendor contracts for assigned work unit and works with vendors in researching and recommending new products and troubleshooting software problems or questions. Acts as a liaison between vendors, departments, teams and users to allow timely project conclusion and efficiency. Provides status reports and updates to management. Develops and manages working relationships with other county agencies and working partners.
6	S	Organizes and schedules staff or project workflow in order to meet time and project objectives. Organizes and schedules staff or project workflow in order to meet time and project objectives. May manage staff resources in an assigned work unit or for an assigned project. Manages projects as assigned.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor's degree in Computer Science or related field.
Experience	Four years of experience in network or database design and administration, or systems analysis.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copiers, fax machines, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.