

WALNUT VALLEY WATER DISTRICT

271 So. Brea Canyon Road, Walnut, CA 91789



EMPLOYMENT OPPORTUNITY INFORMATION TECHNOLOGY SPECIALIST

SALARY RANGE: \$5,601 - \$9,057 per month

DEFINITION:

Under general direction: to coordinate the planning, implementation, maintenance, and security of the District's information systems, including existing hardware and related equipment, software maintenance and upgrades, telephone and security system maintenance and updates, documentation techniques and standards, computer replacement and selection, and employee assistance and training; to continually evaluate information systems and procedures to assure they are operating as efficiently as possible; and to do related work as required.

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Facilitates and manages the integration of the District's computer systems, network and applications, ensures data integrity, security, and development needs
- Maintains personal computers and network servers, related peripheral equipment, and communications equipment; administers local and wide area networked computer systems
- Performs hardware support for servers, personal computers, workstations, and associated networks; performs software and operating system maintenance and support on the District's various computer systems
- Manages and maintains the District's telephone system and other related systems including auto attendant, voicemail, call accounting, auto dialer, contact center, and Interactive Voice Response (IVR) system
- Maintains and installs critical updates on all servers (exchange, SQL, File, etc.) and ensures that daily tape back-ups and regular image back-ups are performed to recover from data loss and disaster; coordinates off-site back-ups and maintains records and documentation of back-up procedures
- Develops and prepares training documentation for software packages and a variety of related topics; facilitates in-house training for users
- Designs, creates, tests, and maintains District website and web based application software
- Responds to user requests for service; troubleshoots and performs minor repairs and adjustments to computer systems and peripheral equipment

QUALIFICATIONS:

Desirable Education and Experience: Bachelor's Degree or equivalent in Computer Science, Information Systems, or a closely related field with course work in technology-related subjects.

3 – 5 years of progressively responsible experience in the development and maintenance of computerized management information systems, installing, configuring, supporting, and troubleshooting personal computers, networks, telephone systems, and associated operating systems and software applications.

CERTIFICATION:

- Microsoft Certified Systems Engineer (MSCE) Certification is highly desirable.

SPECIAL REQUIREMENTS:

Valid California Driver's License – Class "C". Must maintain satisfactory DMV record and ability to maintain insurability.

EMPLOYEE BENEFITS:

- Health Insurance – the District offers medical, dental, and vision insurance to all full-time employees
- Employee Assistance Program
- Vacation – 10 days after one full year of service, then increasing according to years of service
- Sick Leave – 12 paid sick days per year
- Holidays – 13 paid holidays per year
- Tuition Reimbursement Program
- PERS Retirement – 2% @ 55
- Life Insurance
- Short-term and Long-term Disability Insurance
- Deferred Compensation Program
- Credit Union Membership

APPLICATION PROCEDURE: Interested applicants **MUST** complete a Walnut Valley Water District application form. Application packets may be obtained by contacting Human Resources at (909) 595-1268, ext. 212, or visit the District website at www.wvwd.com and download a copy of the District application form, complete and submit by mail or in person to: Walnut Valley Water District, Human Resources Dept., 271 S. Brea Canyon Road, Walnut, CA 91789. **FAXED** or **EMAILED** applications will not be considered. Resumes will not be accepted in lieu of a completed District application. Pre-employment physical required.

FILING DEADLINE: 5:00 PM., Monday, November 29, 2010.

EQUAL OPPORTUNITY EMPLOYER: The Walnut Valley Water District is an equal opportunity employer. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Upon selection, the District will require a current California drivers' license, and documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act.

ACCOMMODATIONS: Disabled individuals requiring assistance in the hiring process should contact the Human Resources Department.

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