CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2024-27
<mark>**CLOSING DATE: OPENED UNTIL FILLED**</mark>

Job Title: IT Systems Administrator

FLSA Status: Exempt

Work Location: 5658 Bear Lane & as assigned

Department: MIS

Reports To: Director of IT

Grade: 28 **Salary:** $35.37 - $57.62
(Min-Max)

Work Schedule: Monday – Friday 8 am – 5 pm

General Summary: Under the direct supervision of the Director of IT, is responsible for the daily administration and maintenance of the Corpus Christi 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:

- Administers and maintains advanced technology systems such as automated vehicle location/mobile data terminal systems.
- Supervises Electronics department personnel by ensuring activities comply with all CCRTA personnel policies, practices, and procedures in all areas of employment such as work assignments and reviews training, performance evaluations, discipline, and safety.
- Administers, configures, and performs maintenance on network switches, routers, wireless access points, and other devices as necessary.
- Ensures Bus Vehicle PMIs (DRI, Genfare, Digital Destination Signs, and CCRTA Wi-Fi) are in a scheduled maintenance program and oversees all installations.
- Coordinates third-party agreements for technology software and hardware equipment.
- Provides technological support for digital displays and bus technology.
- Assists in maintaining database structures and resources from transit software.
- Assists with installation, configuration, maintenance, telecommunication equipment, and other related equipment.
- Must be able to give presentations to different groups within the agency.
- 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.
- Instructs system users on transit software and other applications.
- Analyzes the data stored in the database and makes recommendations relating to the performances and efficiency of that data storage.
- Establishes and maintains effective professional working relationships 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.

Qualifications include:

<u>**Knowledge, Skills & Abilities:**</u>

- 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.
- Network and operate servers and workstations.
- Installs and configures software.
- Provides technical guidance and training to end-users.
- Communicates with coworkers with proficiency at many different levels of computer literacy.
- Communicates effectively both verbally and in writing.
- Willingly fosters a positive work environment.
- Exercises independent judgment and responsible decision-making.
- Understand and follow oral and written instructions.
- Maintains a dependable attendance record.
- Comply with Corpus Christi Regional Transportation Authority policies and procedures.
- Demonstrates superior verbal and written communication skills.
- Demonstrates strong analytical, problem-solving, and negotiation skills, preferably in an environment with multiple departments and dispersed personnel.
- Demonstrates excellent interpersonal relationships.
- Proficiency in Microsoft Office and/or similar application(s) and other computer programs and operating systems.
- Coordinates activities of assigned projects.
- Writes routine reports and correspondence.
- Speak effectively before the employees of the organization.

Physical Requirements:

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, climbing, and lifting while installing or servicing computer equipment.

Working Conditions:

Works primarily in a typical, climate-controlled office environment. The average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the job duties, the employee occasionally works in outside weather conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is the CCRTA'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 and may be made to enable individuals with disabilities to perform essential functions. To request reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524

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 are preferred.
- **Experience:** Minimum of three (3) years of directly related experience including a minimum of one (1) year of supervisory experience. Cisco Networking skills and Transit experience is preferred.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate CCRTA vehicles.
- **Other Requirements:** Must be at least 18 years of age. Any job offers and continued employment is contingent upon completing and passing a pre-employment physical, drug and alcohol screen, and background investigation.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. *M/F/D/V*