SNOHOMISH COUNTY JOB DESCRIPTION
AIRPORT SYSTEMS ADMINISTRATOR
Spec No. 3420

BASIC FUNCTION

Supports the Airport’s information technology infrastructure and systems. Maintains effective system operations through analyzing needs, providing solutions, and approaching Airport technology requirements with a focus on improvement, security, and efficiency.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Applies advanced knowledge and skills in multiple integrated specialties with proficiency in all job functions related to support, maintenance, operation and administration of local area network (LAN) systems, hardware, software and personal productivity devices and network applications.

2. Provides creative, practical support solutions, consulting with higher level staff as needed, in a wide range of complex problems that affect a large number of users, require a large amount of resources, are of long duration and/or high risk; and designs/creates programs, data structures and reports in the area of support for network administration.

3. Participates in the development of new technology for Airport purposes; expands and develops current technology infrastructure to meet current standard business levels; maintains and develops Airport security systems including cameras and access control.

4. Regularly represents Airport information technology on a variety of teams; may mentor, direct, and lead small groups; and is able to shape significant positive change in work correlated with support, maintenance, operation and administration of local area network (LAN) systems, hardware and software.

5. Applies a working knowledge of project planning, management and methodologies in projects that incorporate support, maintenance, operation and administration of local area network (LAN) systems, hardware and software.

6. Acts independently, with understanding of complex support and maintenance issues, consequences for a large number of users, impact of using a large amount of resources, short and long term implications, and/or potentially high risk. Exercises considerable judgment in determining objectives of assignments.

7. Demonstrates understanding of advanced, rigorous thinking skills on complex issues. Displays an awareness of how to analyze, prioritize, abandon prejudices and previous ideas, and apply practical considerations. Handles assignments across multiple areas and in roles associated with the area of supporting support for network administration.

8. Communicates effectively with others by developing and presenting material in written, verbal and graphic format about complex issues about support for network administration.
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9. Uses technical skills to perform a variety of routine and special assignments related to specialties associated with technology support.

10. Schedules and coordinates with staff for the installation of new software or to perform hardware or software breaks/fixes

11. Executes and maintains Airport IT infrastructure inventory information, completing regularly schedules inventories of all IT cabinets and IT equipment, updating pictures, drawings and asset information.

12. Maintains systems including hardware, software and licensing.

13. Configures technology devices such as workstations, printers and teleconferences.

STATEMENT OF OTHER JOB DUTIES

14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in information technology, computer science, business administration or related field; AND three (3) years directly relevant IT experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass criminal background check. Must pass job related tests.

PREFERRED QUALIFICATIONS

IT certification in a directly related specialty is preferred.

SPECIAL REQUIREMENTS

Must obtain a valid Washington State Driver's License Within (30) days of employment. Must pass a criminal history background check. Must pass a fingerprint-based Criminal History Record Check (CHRC) as required by TSA. Must acquire access control certification within three to six months of hire.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the tools, standards, methods, best practices and industry trends applicable to this specialty
- working knowledge of project planning, management, and methodologies

Ability to:
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- understand and follow county and state regulations, policies, etc.
- regularly represent specialty area on various project teams
- continue to be knowledgeable about current and emerging technologies
- work well with others
- provide direction
- support resolution of conflicts and difficult technical decisions
- demonstrate strong written and verbal communication skills
- use personal computer technologies to enhance job proficiency
- create effective system documentation
- communicate with others regarding potential and actual technical problems
- thrive in a service oriented environment, interpreting client needs

SUPERVISION

The employee reports to an Airport Operations Supervisor. The work is performed with considerable independence and is reviewed through meetings, status reports and from results obtained.

WORKING CONDITIONS

The work is generally performed in typical office conditions. May require occasional lifting and moving of up to 50 pounds. May be on-call during off duty hours and required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

EEO policy and ADA notice

Class Established: March 2022
EEO Category: 3 - Technicians
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous