



Information Management Assistant Administrator

Position Classification: E-1 (Non-union; Non-Exempt)

RESPONSIBILITIES

This entry-level position provides support to the Authority's business systems, network infrastructure, and daily operations of the Information Technology (IT) Division.

ESSENTIAL FUNCTIONS

- Provide helpdesk type support for Authority staff in user software applications, hardware, network applications, system configurations, etc. Assist in user and server set-up and software installation and updates.
- Inventory management and control of supplies and equipment and daily support, troubleshooting, preventative maintenance scheduling, installation of software applications, and hardware devices such as desktop PCs, printers, and communications systems.
- Maintain project and departmental expenses for reporting and auditing purposes. Manage purchase requisitions, accounts payable submissions/research and payments/reconciliation with departmental needs. Compare submitted voucher detail to invoice support for accuracy. Resolve any differences.
- Administrative tasks associated with the production of compliance and other types of reports, correspondence, record keeping, contract management, developing standard operating procedures, etc.
- Develop, implement and update hardware and software maintenance programs in accordance with industry best practices and standards and Authority policies.
- Administer, track and audit an Authority learning management system, including development, maintenance and implementation of required standard operating procedures and associated training programs.
- Functions of this position include work assignments in the ambient atmosphere including extreme cold, hot, wet or other inclement weather conditions.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AUTHORITY

This position is a direct report to the IT Manager, or assigned alternate. The position requires interaction with Authority staff; vendors, consultants, the general public and local, County, State and Federal public agency representatives. The position requires routine interaction and coordination of duties with the Engineering, Information Technology, Operations, Water Quality and Finance Divisions of the Authority.

The responsibilities of this position require administering confidential information in accordance with Authority policy and procedures as well as applicable law.

REPORTING

This position will be assigned to work at the Authority Headquarters located at 19 Saddle Road Cedar Knolls, NJ 07927 and at any other of the Authority's facilities and throughout the Authority's service area or other assigned work locations. The assigned work hours are from 7:30 a.m. to 4:30 p.m. with a one-hour non-paid lunch. The start and finish times of a work day may vary depending on Authority needs. Office assignments will be supplemented with Authority field work activities. Work activities may be scheduled on a 24/7 basis.

Travel as required, including overnight and/or weekend stays, as needed to attend professional related seminars, conferences, etc. Travel may be local, regional, national and/or international.

QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the applicant must successfully complete an illegal substance test, background check, motor vehicle check and a physical/ functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.

EDUCATION

1. U.S. accredited high school diploma or equivalent.
2. Preferred higher level degree, certification, coursework, or approved equivalent experience, in an approved field of study such as that obtained from a U.S. accredited vocational or trade school, college, university or from the U.S. military.
3. Obtain Microsoft Office Specialist (MOS) Certifications, or approved alternate, where three (3) sequential attempts to obtain the certifications will be provided where additional attempts will require written approval of the Executive Director:

- a. MOS Excel certification within six (6) months of the date of hire.
- b. MOS Outlook certification within twelve (12) months of the date of hire.
- c. MOS Access certification within eighteen (18) months of the date of hire.
- d. MOS Power Point certification within twenty-four (24) months of the date of hire.

SKILLS

1. Demonstrated proficiency in leadership and supervision with the ability to work independent of direct supervision. Must be proactive, strategic, detail oriented with demonstrated ability to work under minimal supervision, utilize strong interpersonal skills (e.g. tact, diplomacy, cooperation, negotiation, etc.) and perform at a high level of initiative, using good judgment and discretion.
2. Minimum of two (2) years of experience in information management, IT systems or other approved fields.
3. The person serving in this position is expected to maintain up-to-date skill sets to remain current with best available technologies.
4. Excellent comprehension, written and oral skills in English so that involved and complicated instructions and technical texts can be read, understood, produced and communicated to staff.
5. Excellent organizational skills including the ability to plan effectively.
6. Intermediate proficiency in Microsoft Office applications, including the ability to develop complex Excel spreadsheets including complex calculations and trending of data.
7. Ability to work harmoniously with co-workers, supervisors, managers, and the public.
8. Ability to demonstrate understanding and satisfactory compliance of Authority policies, procedures, practices, processes and essential functions.
9. Travel, including overnight and weekend stays, as needed to attend professional related seminars, conferences, etc. Travel may be local, regional or within the Continental US.

Attachment: Functional Capacity Requirements (Revision Dated 07/26/17)

FUNCTIONAL CAPACITY REQUIREMENTS FOR GENERAL OFFICE INCLUDING FIELD WORK

| | | | | | |
|-----------------------|---|---------------------|--|-------------------------------|-------------------------|
| TITLE: | IT Manager IT Infrastructure Assistant Supervisor Operations Assistant Operations Assistant Supervisor Operations Superintendent Program Coordinator, Supervisor Senior Engineer Superintendent Water Quality Assistant Supervisor Water Quality/Regulatory Specialist Principal Engineer | PREPARED BY: | C. Mercado | DATE PREPARED/REVISED: | Revised 07/26/17 |
| DIVISION: | General Office | DEPARTMENT: | Administration Operations Engineering IT Lab/Water Quality | APPROVED BY: | K. Crawford, C. Mercado |
| CATEGORY WORK: | MEDIUM | | | | |

| JOB-RELATED PHYSICAL ACTIVITIES | DETAILS | RARELY | SELDOM | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY | Weight Amounts, if applicable | Notes |
|--|---|-----------------------------------|----------------------|-------------------------------------|--------------------------------|-------------------------------|-------------------------------|---|
| | | (up to 5 mins of total work time) | (6-29 minutes daily) | (30 minutes to 2 1/2 hours per day) | (2 1/2 to 5 1/4 hours per day) | (5 1/4 hours or more per day) | | |
| Balance | To maintain body equilibrium on narrow or inclined surfaces. | | ✓ | | | | | |
| Bending | Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting. | | | ✓ | | | | |
| Carrying | To hold or rest weighted objects (<i>indicate weight</i>) directly on hands, arms, shoulders, or back while walking from one location to another. | | | ✓ | | | ≤ 40 lbs. | Use of Buddy system if carrying more than 50 lbs. |
| Climbing Ladders | Ascend/descend with gradual or continuous progress by oneself, using both hands and feet. | 0-10 ft. | | ✓ | | | | |
| | | 10-20 ft. | ✓ | | | | | |
| | | 20-30 ft. | ✓ | | | | | |
| Climbing Stairs | Ascend/descend with gradual or continuous progress by oneself, using both hands and feet. | | | ✓ | | | | |
| Crawling | Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent. | | ✓ | | | | | |
| Crouching | Bending downward and forward by bending the legs and spine | | | ✓ | | | | |
| Driving | The controlled operation and movement of a land vehicle, such as a car, truck or bus (<i>indicate manual or automatic</i>) | | | | ✓ automatic | | | |
| Grasping | To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm. | | | ✓ | | | | |
| Keyboarding/Typing (motor coordination) | To move the fingers rapidly and accurately during keyboarding tasks. | | | | | ✓ | | |
| Kneeling | Maintaining the body in an erect posture while resting body weight on one or both knees. | | | ✓ | | | | |
| Lifting | Raising objects from a lower to a higher position or moving objects from position to position. | | | ✓ | | | ≤ 40 lbs. | |
| Manual Dexterity | To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting. | | | | ✓ | | | |
| Pulling | Exertion of force to draw an object towards oneself in a particular direction or position. | | | ✓ | | | ≤ 40 lbs. | |
| Pushing | Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another. | | | ✓ | | | ≤ 40 lbs. | |
| Reaching | Extending the hands and arms in any direction. | | | ✓ | | | | |
| Reaching Above Shoulder | To extend either arm to reach from shoulder level to overhead. | | | ✓ | | | | |

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|---------------------------------|---|-----------------------------------|----------------------|-------------------------------------|--------------------------------|-------------------------------|-------------------------------|-------|
| | | (up to 5 mins of total work time) | (6-29 minutes daily) | (30 minutes to 2 1/2 hours per day) | (2 1/2 to 5 1/4 hours per day) | (5 1/4 hours or more per day) | | |
| Repetitive Motions | Substantial movements (motions) of the wrists, hands, and/or fingers. | | | | ✓ | | | |
| Sitting | Resting of the body weight in a seated position while engaging in a single activity. | | | | ✓ | | | |
| Squatting | Maintaining the body in an erect position with full flexion of the knees. | | | ✓ | | | | |
| Standing | Maintaining the entire body in an erect posture without change in location. | | | | ✓ | | | |
| Stooping | Flexion of the upper body forward at the waist with partial flexion of the knee. | | | ✓ | | | | |
| Trunk Twisting | Rotation of the neck or trunk to the right or left from a neutral position while sitting or standing. | | | ✓ | | | | |
| Walking | Moving the entire body from one location to another using a heel to toe gait. | | | ✓ | | | | |