

# Brushy Creek Municipal Utility District

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<b>Job Title:</b>	Network Administrator/Webmaster
<b>Department:</b>	General Management of MUD
<b>Reports to:</b>	General Manager
<b>Supervisory role:</b>	None
<b>FLSA:</b>	Exempt
<b>Office Hours:</b>	8:00 AM to 5:00 PM
<b>Pay Range:</b>	28
<b>Status:</b>	Full Time

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## General Summary:

To oversee the District's computer network and website, including Microsoft Windows server(s); advises management on hardware and software acquisition and installs same; troubleshoots computer, telephone system, DSL, proprietary database and Internet issues, resolving problems; and trains staff on new applications.

## Essential Functions:

- Prepares data processing strategy for the district, including preparation of the management information system's operating budget.
- Researches software options and provides recommendations for applications software for all district functions, as needed. Oversees the District's computer network and website, including Microsoft Windows server(s) and administers information network security. Implements policies and procedures relating to computer network systems. Writes and maintains documentation for network set up, application functions, and related systems material. Supervises the inventory and retiring of computers, software systems, and software licenses.
- Maintains responsibility for the procurement and maintenance of district telephone systems.
- Provides software support for all users in all applications in use by the district. Sets up and removes users from the computer, telephone, security, and other district networks. Troubleshoots computer, telephone system, DSL, proprietary database and Internet issues, resolving problems. Performs repairs to equipment and systems as needed; coordinates outside repairs for work unable to be performed internally. Installs upgrades to equipment as applicable.
- Functions as Webmaster of district website developing District standards for web design. Tracks and reports on usage and growth of website. Specifies and implements new features and software for the website. Works with other departments to keep website current. Responds to citizen requests for changes and problems with the website.
- Provides support as needed for annual budget development, various projects, and related assistance to the Controller. Develops custom reports for various departments.
- Ensures the accuracy of and resolves problems of the district's proprietary database with minimal disruption to users.

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- Designs custom desktop and web-based applications including HTML, web graphics, interface, accessibility, and usability.
- Programs front and backend web services using a variety of programming languages.
- Monitors internet traffic for the District and runs reports for managers regarding employee usage.
- Other duties as assigned.

## **Knowledge, skills and abilities:**

- Extensive skill with Microsoft Windows XP, XP Server 2000, 2003 domain administration; Microsoft Exchange Server; Microsoft Office; relational database administration (Oracle, Microsoft SQL, Server, MySQL, PostgreSQL, or similar relational databases); and dynamic website administration using ASP, PHP, SML, JSP, JavaScript, and Flash streaming video and audio.
- Ability to establish and maintain positive working relationships with those contacted in the course of work.
- Attention to detail in dealing with numbers, words, and ideas required.
- Ability to identify problems and review related information to develop and evaluate options and implement solutions.
- Ability to use logic and analysis to identify the strengths and weaknesses of different approaches.
- Maintains confidentiality of classified, confidential, and sensitive information.
- Ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place, and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.
- Ability to utilize a wide variety of reference data and information, such as documentation manuals, hardware installation manuals, budgets, and policy and procedure manuals.
- Provides excellent customer service.
- Ability to collect, analyze and interpret quantitative data.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to receive direction and to follow oral and written instructions
- Exhibit professional work habits including reliability, dependability, creativity, and demonstration of enthusiasm for the job

## **Minimum Education and Training Requirements:**

- Requires an Bachelor's degree in computer science, management information systems, or in a related field with substantial courses in information technology;
- At least five years of computer technology experience, at least two of which must have been as a Network Administrator, Webmaster, or similar responsible position;

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- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must pass a drug screening test, background check; maintain a valid Texas driver's license and acceptable driving record.

## **Mental Demands:**

- Maintaining confidentiality
- Creative problem solving
- Properly handling stress
- Effectively using oral and written communication
- Professional customer contact
- Balancing multiple concurrent tasks
- Effectively dealing with interruptions

## **Working Conditions:**

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The person performing the duties of the Network Administrator/Webmaster may encounter people exhibiting frustration or otherwise difficult behavior.
- The noise level in the work environment is usually moderate, though it will vary, as this position is responsible for all district computer equipment at all district locations.
- This job is performed primarily in an office setting.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee is occasionally required to walk; use hands to operate objects; and reach with hands and arms.
- While performing the duties of this job, the employee constantly is required to listen, see, sit, stand, walk or talk.
- The employee frequently is required to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (20-50 pounds).
- The employee occasionally is required to drive a vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

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The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

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Employee's Signature

Date

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Immediate Supervisor's Signature

Date

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