GOLDER RANCH FIRE DISTRICT
EMPLOYEE JOB DESCRIPTION

Position: Applications Administrator   **FLSA:** Exempt
Reports To: IT Manager   **Status:** Full-Time
Supervises: Non-Supervisory Position   **Safety Sensitive**: No

Primary Function: Primarily responsible for designing and maintaining the applications and data structure that provide informative and relevant information to others. Develops, administers, and maintains department databases to ensure security, accuracy, and efficiency. Provides support for databases running on several platforms to enable user access to data. Trains, guides, and mentors' others on how to access data and how to make the best use of its contents. Interacts with individuals at all levels within and outside of the organization to resolve technical and non-technical issues.

Principle Duties and Responsibilities
- Manages projects for the acquisition, design, development, and\or programming of application systems to meet the emerging needs of the organization.
- Meets with users to determine needs; configures databases with input from systems administrators.
- Works closely with other organizations as needed to ensure data continuity
- Monitors and tunes databases for performance, and ensures data availability.
- Occasionally directs employees, assistants, interns, volunteers or temporary employees and may temporarily act in a higher capacity.
- Assists end-users with tier-one through tier-three application support by responding to questions, troubleshooting hardware and software problems, and performing maintenance.
- Ensures all Help Desk calls are logged, escalated, and closed out. Assigns incident reports to staff for resolution.
- Integrates new products and software packages into the system, and ensures that the data produced is accurate, utilizing a test environment prior to implementation.
- Provide access to data in a relevant fashion to meet organizational needs.
- Performs other duties as assigned.

Knowledge and Abilities
The following list is provided as an example of the minimum knowledge expectation for the position of Applications Administrator:

- Knowledge of hardware and technical software operations with an emphasis on Microsoft products.
- Ability to develop and maintain databases in an enterprise environment.
- Ability to work independently, with little or no supervision, and outside normal business hours as required.
- Ability to clearly communicate, both verbally and in writing, with management and employees using the English language.
- Ability to maintain a professional demeanor during stressful situations.
- Ability to establish/maintain a strong working relationship with peers, supervisors, and others.
- Ability to drive a personal or District vehicle.

- Knowledge of and an ability to perform the principle duties and responsibilities cited for this position with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to maintain confidentiality on network information being processed, stored or accessed.
- Ability to independently work multiple projects while meeting deadlines.
- Ability to stay current on technologies affecting information systems infrastructure issues and investigate/implement new technologies.

Minimum Qualifications:
- Associates Degree in Computer Science or related field from and accredited college or university recognized by the U.S. Department of Education
- Three (3) years full-time work experience in database development and administration
- Three (3) years full-time work experience with Microsoft SQL Server
- Three (3) years full-time work experience administering a Microsoft Windows Server 2012R2 or greater environment
- Experience developing and maintaining websites
- Eighteen (18) years of age or older
- Valid Arizona Driver's License w/good driving record

Preferred Qualifications:
- Bachelor Degree in Computer Science or related field from an accredited college or university recognized by the U.S. Department of Education
- Microsoft SQL 2012 Server certification
- Two (2) years full-time work experience with SAP Crystal Reports
- Work experience administering Zoll enterprise applications
- Work experience with Linux – Debian based or Ubuntu
- Work experience with XML
- Work experience administering Document Locator or similar enterprise records management system
- Two (2) years of web development, using HTML, JavaScript, CSS, ASP.Net, C#, and WordPress preferred
- Two (2) years administering Public Safety networks and\or applications
- Work experience using software deployment tools
- Work experience deploying applications and providing user training

GOLDER RANCH FIRE DISTRICT
Physical Requirements/Working Conditions
Job Title: Applications Administrator

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear			X	
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit				X
Stand	Stand		X		
Walk	Move about on foot; average distance per shift 3-5 miles		X		
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color		X		
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		x		

Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				X
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			X	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				x

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		X		
	Subject to outside environmental conditions – no effective protection from weather		X		
	Activities occur inside and outside	X			
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)		X		
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	x			

Physical Requirements Checklist

☒ **SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
- Sitting most of the time.

☐ **LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.

☐ **MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

☐ **HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

☐ **VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date