



## CITY OF BUNNELL

<b>Job Title:</b>	<b>Information Technology Specialist</b>	<b>Job Category:</b>	IT
<b>Department/Group:</b>	IT	<b>Job Code/ Req#:</b>	
<b>Location:</b>	City of Bunnell, FL	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Salary-Exempt
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> adevries@bunnellcity.us Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> <b>Human Resources</b> City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b>  Responsible for technical work for the City of Bunnell; including computer systems, network infrastructure, telecommunications (wired and wireless), audio visual, web development, contract management, strategic planning, and departmental budget management. Provide training on various information systems as needed. Coordinate and liaise with Flagler County on the City's participation in the 800 MHz radio system, and other joint projects such as Computer Aided Dispatch (CAD). Prepares and updates information technology related procedures and policies. Coordinates projects either separately or in conjunction with other departments involving networking, computer systems, telecommunications, web development, or other technical solutions.</p> <p><b>Essential Job Functions:</b>  Customarily and regularly performs work involving the exercise of discretion and independent judgment.  Knowledge of computer center operations, terminology and procedures.  Knowledge and ability to perform troubleshooting on network servers, network switches, network routers, firewalls, personal computer, mobile data terminal, and telecommunications.  Knowledge and ability to perform structured cabling.  Knowledge of telecommunications operations, terminology and procedures.  Knowledge of accounting principles and practices.  Ability to maintain records, analyze problems and make policy and procedural recommendations.  Ability to communicate clearly, both orally and in writing.  Knowledge of internet site development  Knowledge of Microsoft products including but not limited to; Office Suite, SQL Server, and Access.  As this position supports the Bunnell Police Department, the position must successfully pass an FDLE fingerprint</p>			



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based criminal background check, and be able to complete, pass, and maintain at a minimum, Criminal Justice Information System Security & Awareness Training Level 3.

These essential functions are not to be considered as a complete statement of all duties performed. All employees will be required to perform other job related duties as required.

Education / Experience: High school graduation or GED is required. Graduation from an accredited four year college or university with a Bachelor's Degree in Computer Science, Information Systems, or a related field is preferred. Five (5) years' experience managing government information systems, data processing, programming, scheduling and projection, computer hardware construction, budget development, budget management and operations is required. *Education or experience can be substituted for the minimum qualifications.*

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	