



POSITION DESCRIPTION – SENIOR INFORMATION TECHNOLOGY OFFICER

Position title	Senior Information Technology Officer
Designation	Level 5 (Municipal Officer) ASTC EA
Position no.	P2166
Responsible to	Manager Information Technology/ Business Analyst
Position status	Full-time, contract until February 2020
Position description approved	

Primary Objective

Coordinate the provision of quality Information Technology (IT) services including the support of Council's IT users.

Ensure the satisfactory installation and maintenance of Council's IT software and hardware.

Key Responsibilities

- Ensure the satisfactory installation of Council's IT software and hardware.
- Perform regular system maintenance and monitoring tasks – e.g. backup routines, and software/hardware updates.
- Allocate daily work tasks and coordinate training for the IT Unit.
- Coordinate and assist, as required, IT team to ensure quality support to IT users including desktop support and problem solving.
- Assist the IT/Website Officer in the delivery of web services and technologies.
- Document relevant IT procedures and systems.
- Contribute technical advice and assist the Manager IT/Business Analyst in assuring the IT Unit operates effectively and efficiently.

Delegations

Nil

Supervisory Responsibilities

Coordination of the IT Unit's work tasks.

Manager IT/Business Analyst is responsible for the supervision of the IT Unit.

Qualifications

Certificate / Diploma / Degree in Information Technology

Selection Criteria*Essential*

1. Tertiary qualifications in an IT and/or Business related discipline or equivalent experience considered satisfactory by the Chief Executive Officer.
2. Ability to effectively install, monitor and maintain a range of IT software and hardware.
3. Experience with configuration and support of hardware and software within a Microsoft network environment.
4. Ability to coordinate an IT team, including allocating work tasks and providing relevant training, to ensure IT users receive quality support.
5. Sufficient IT technical knowledge to be able to effectively advise the Manager IT/Business Analyst on IT issues.
6. Ability to assist the IT/Website Officer in the delivery of web services and technologies.
7. Ability to effectively document IT procedures and systems.

Desirable

1. PC Hardware and Software Certifications.
2. NT Drivers Licence.

Employee Signature

Date

Employee Name