

WVSA POSITION DESCRIPTION

DATA NETWORK AND PROCESSING Assistant

The DATA NETWORK AND PROCESSING ASSISTANT position is responsible for maintaining the integrity of all computer workstations and associated software at the main business office and plant. The IT Technician will also be the main point of contact for employees who are experiencing computer software, hardware and network connectivity issues. This position works directly with and reports to the Data Network Administrator (MIS). This position is non-exempt in the realm of the Fair Labor Standards Act. This position does not supervise employees; however, this position works directly with WVSA's management staff. The position's responsibilities will adhere to the Department of Finance and Budget Department with its day-to-day business protocols. This position maintains prompt and regular attendance. Furthermore, this position will have direct contact with the other employees directed by WVSA staff and will adhere to WVSA's personnel policies and practices and safety regulations established by WVSA and the Department of Finance and Budget. This position will adjoint to projects with the Director of Finance and Budget, Business Office, Executive Director and Board of Directors of Wyoming Valley Sanitary Authority and will adhere and assist (if any) with any/all crisis management incidents. This position will also work closely with the Data Processing department to include: making decisions, giving direction and ensuring the overall smooth operation of said unit.

WVSA Conformance Statements

In the performance of his/her respective tasks and duties under this position, the Data Network and Processing Assistant is expected to conform to the following responsibilities:

Perform quality and professional work within deadlines with or without direct supervision from the Controller's position and the Director of Finance and Budget.

Skillfully interact professionally with employees, suppliers (including Utilities, Insurers, Bankers, federal and state compliance regulators) and WVSA management.

Work effectively as a team contributor on all WVSA assignments.

Work independently while understanding the necessity for communicating and coordinating work efforts with this position's Department.

Report to and is beholden to the Data Network Administrator (MIS), Director of Finance and Budget and the Executive Director.

Position purpose

This position will support, adhere and advance the full breath of the Wyoming Valley Sanitary Authority in providing the highest quality wastewater treatment in a cost-effective,

environmentally safe manner through the business and finance aspect of WWSA's operations. This position adheres to WWSA's management and its protocols and will protect all business, finance and compliance dealings with the utmost care and considerations toward buyers of our services, management, staff and the Board of Directors.

Responsibilities/Duties/Functions/Tasks

Essential Functions:

Maintain and monitor IBM iSeries AS/400; communicate with IBM for support; maintain and monitor tape backup and disaster recovery; establish and manage printer services and manage security administration and MIS recovery; design, plan and monitor off-site back-up procedures for emergencies, including all data related to equipment.

Manage Windows 2012 SBS network, Microsoft Exchange E-Mail Service, SharePoint Calendar through a central server (HP ML 350) and cover seven (7) facilities, six (6) 10/100 switches, fifteen (15) departments and seventy-plus (+70) workstations within WWSA; maintain and monitor internet service with the goal of security, cost and reliability; establish and monitor blocking mechanisms from objectionable websites; establish, change and monitor WWSA website; pay WWSA's Website internet fees from the WWSA MIS department.

Establish and manage printer services and manage security administration and back-up disaster file computer and MIS recovery.

Prepares analysis of accounts, as required; maintains all accounts payable reports, spreadsheets and WWSA accounts payable files.

Manage and maintain physical security equipment associated to the WWSA Access Road Security.

Manage and maintain the WWSA Septage Intake System and Intake Website, including a SQL Server Database; generate monthly reports regarding vendors (haulers) who submit with sewage/septage; file bi-monthly reports to federal and state regulators (EPA, DEP) for submission with septage intake from haulers.

Manage and maintain WWSA Alarm Monitoring System at each Pump Stations and Diversion Chambers with smart devices.

Manage and maintain Security Camera System in the In-Plant facilities.

Administrate, maintain and manage software for the Purchase Order System (Link Computer Corporation) in the WWSA Business Department.

Maintain and administrate WWSA Employee Badge and Time Clock Punch system.

Operate, maintain, and administrate email through the MailStore system for use and storage.

Administrate, maintain and be a liaison with the WVSA MIS and the WVSA's Laboratory in the use of the HACH Wims Information Management System operations in collecting, storing and indexing information and readings of tests with the wastewater treatment function.

Assist the Director of Finance and Budget, Executive Director, Director of Operations and other personnel affected by the responsibilities with this position.

Other Responsibilities

Codes, tests, debugs, documents and installs modified and new programs.

Uses coding methods for specific programming language to enhance or initiate efficient program execution, performance and to reach optimum hardware utilization.

Takes independent action to correct problems encountered during systems operations within authority level granted by the Director of Finance and Budget.

Maintains integrity of program logic and coding, and establishes required checks and balances for operational controls.

Assists in studying and analyzing data processing functions, methods and procedures and makes recommendations concerning the feasibility of revising existing programs or adapting new applications to data processing operations that will more effectively utilize MIS resources.

Non-Essential Functions

NONE

Qualifications

EDUCATION AND EXPERIENCE:

Preferences

Preferred attributes for the position are the following: a Bachelor Degree in Computer Science or Management Information Systems or a minimum of an Associate Degree of these degree, or equivalent experience; two (2) or more year's experience as a computer programmer; good general knowledge of data processing system design methods, CompTIA A+ and/or Network+ or comparable industry certifications, techniques and standards; good interpersonal skills; can work independent or work as a team; understands the time-sensitive condition of this position.

Windows Server 2008/2012 Administration/Hyper-V virtualization

MS SQL Server 2012 Administration

MS Exchange Administration

Any software development website development experience (PHP, MS SharePoint, Visual Studio, Java, etc.)

Windows 7 and 10 setup, administration, printing and troubleshooting

Microsoft Office Excel/Word/Outlook 2010

Microsoft Office 365 SharePoint/Outlook/One Drive

Local Area Networking Experience

Cisco Switching/Routing Technology

Mobile Technologies/Apple IOS/Apple iPhone

Agreement and Acknowledgement to this Position

Employee acknowledgement/date: _____

Signature/Date

Approved _____ Dept. Head _____ Pres.Dir. _____ Date _____