



Class Code: Confidential
Grade: 52
FLSA: Non-Exempt
WC Code: 8810
EEO Code: 1
EEO Job Category: Professional

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: INFORMATION/LOGISTICS COORDINATOR

GENERAL STATEMENT OF JOB

The purpose of this position is to install and upgrade departmental information systems and to manage citywide security systems, under the general supervision of the Information Systems Manager, or their designee. Employees in this position are responsible for managing security systems, security cameras, computers, phone systems, faxes, cellular phones, and radios. Employees in this classification perform skilled technical work.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Sets up and upgrades computer hardware.

Sets up and maintains file servers.

Maintains and repairs computer hardware fax machines, network routers, ISDN lines, print servers, printers, telephone lines, laptops, and e-mail servers.

Monitors equipment and facility operations including water treatment control processes, collection and distribution computer systems, and radio-based SCADA computer systems.

Troubleshoots and responds to emergencies to ensure that malfunctions are diagnosed and repaired.

Coordinates daily operations of Water Treatment Facilities process control computers and communications; establishes operational policies for relay instructions and recommends procedural revisions; provides information on pertinent Computer Control Systems as required.

Operates peripherals such as scanners, printers, LCD Projectors & digital cameras.

Maintains security system software and hardware including security cameras.

Evaluates computer hardware and software for department application.

Upgrades computer software and software configurations.

Maintains networks and user accounts.

Writes department specific computer programs to automate system and user procedures.

Makes presentations and conducts training on computer systems, configurations and department programs.

Develops, institutes, and maintains a network of websites.

~~Prepares periodic and special reports documenting activities and events, such as the collection and processing of NFIRS and other related data; archives records.~~

Coordinates with other City departments and with commercial vendors to purchase consumable supplies; receives, processes, and distributes supplies, as needed.

May be required to collect items from distribution points.

Performs related duties as directed.

MINIMUM QUALIFICATIONS

- Associate of Arts Degree in Computer Science, or closely related field; OR equivalent two (2) years of college; **AND**
- Two (2) years of experience maintaining computer systems, computer related equipment, software, web page creation and design; **AND**
- Cisco Certified Technician, or must obtain within six (6) months of hire; **AND**
- Valid State of Florida Driver License

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert heavy physical effort in very heavy work, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials in excess of 50 pounds.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with minimal exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands

described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.