



POSITION DESCRIPTION

POSITION: INFORMATION TECHNOLOGY OFFICER
DIVISION: CORPORATE SERVICES
REPORTS TO: FINANCE OFFICER
AWARD CLASSIFICATION: GRADE 7
DATE REVIEWED: MARCH 2004

OBJECTIVES:

- Operation of Council's Computer Network and systems ensuring that all aspects are functioning efficiently and effectively and the requirements of all Departments are met.

ORGANISATION AND JOB ENVIRONMENT:

Responsible to: Finance Officer
Responsible for: N/A

SPECIFIC ACCOUNTABILITIES:

- Establish a detailed Knowledge in operation of computers and their peripherals.
- Establish a detailed knowledge of Council's network & accounting systems.
- Establish and maintain procedures manual for computer functions.
- Maintain up-to-date knowledge of recent computer programs and procedures.
- Answering all network problems, i.e. User support.
- Ensuring the computer system is operating at a level that meets the users' requirements.
- Provide training to staff for Council's software packages.
- Negotiation with suppliers for hardware maintenance and hardware problems.
- Negotiation with suppliers for program problems.
- Implementing of new releases.
- Maintenance on all systems.
- Update system history and general housekeeping.
- Supervision of E-mail and Internet.
- Responsible for Council's Phone Systems.
- Backing up computer files daily/weekly/monthly, adhering to backup procedures
- Ensuring all modules provide up to date information, i.e. Update batches daily.
- Ensure plant module is up to date.
- Data Processing as required.
- Printing of reports as required.
- Filing reports of all modules.
- Trial Balance is carried out for Ledger, Debtors, Plant.
- Preparation of special purpose reports using IQ.
- Maintain purchase & sale of equipment register.

KNOWLEDGE SKILLS AND EXPERIENCE:

ESSENTIAL

Higher School Certificate or equivalent
Knowledge of office equipment usage.
General knowledge in operation of computers and their peripherals
Experience in applications and system software including Microsoft Office, Exchange Server, ISA2000, Antivirus, Internet, Windows 95, 98, 2000, XP
Keyboarding skills with a high percent of accuracy.
Drivers Licence Class C
Good communication skills
Demonstrated understanding of the principles of EEO, OH&S and risk management
Demonstrated ability to plan and coordinate activities to meet deadlines

DESIRABLE

Relevant qualifications eg Advanced Computer Courses/Accounting Certificate
Microsoft Certified Systems Administrator (MCSA) accreditation.
Ability to transfer learning in either one-on-one or group settings
Knowledge of Local Government computer system & accounting functions.