



Title: Lead Systems Engineer

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from IT Operations Manager.
This classification performs lead functions over System Engineers.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent work experience.
- **Experience:** Minimum of five years related experience as a Systems Engineer or equivalent. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** TOC-D Certification within 6 months of hire. Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience functioning as a lead worker.
- Associates degree in IT or related field.

JOB SUMMARY

The purpose of this position is responsibility for and support of computer systems, which could include workstations, servers, applications, mobile systems, and wireless communications for the City through a centralized IT department and to provide technical advice and act as a lead to System Engineers. This is accomplished by planning, configuring and managing systems, vendors, and contracts; identifying and evaluating needs; advising on projects and installations; working with users; and maintaining all equipment and applications in good working order. Other duties include acting as a lead to the systems engineers, conducting research, preparing documents and specifications, and documenting work.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Lead responsibility for Systems Engineers. Provides technical advice to Systems Engineers, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input in employee's performance. May provide input to the supervisor on hiring, formal written performance evaluations, reclassification, promotions, and merit increases.
2	Provides systems management by researching, planning, installing and configuring software, hardware, peripheral equipment, and systems. Resolves performance problems with the systems and completes the system administrative tasks. Ensures compliance with the Federal and State regulations, including the Federal Criminal Justice Information Systems (CJIS) security mandates. Plans for and assists with disaster recovery planning and assistance. Designs and conducts testing for system and software modifications.
3	Performs complex systems and network administration functions including capacity planning, performance tuning, system troubleshooting, large scale upgrades and configuration, and disaster recovery planning and testing in collaboration with the IT, Police, and Fire Departments. Responsible for installing, configuring, and testing system patches and upgrades along with completing maintenance requirements. Provides support for hardware, software and network connectivity including application support and support in the field. Maintains system documentation including configurations, license changes, and process changes.
4	Provides needs assessment of new products (hardware and software), for possible use. Works with contractors and vendors by identifying needs, creating requests for proposals, reviewing specifications, recommending purchases, installation and testing.
5	Completes administrative tasks by reviewing technical requirements, collaborating with departments and external organizations, reviewing expenditures and approving payments, attending meetings, and serving on committees. Develops and implements procedures and processes, including schedule. Maintains and analyzes equipment inventory to assist in determining the equipment needs and replacement concerns.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, scanners, copy / fax machine, related software, vehicle, basic hand tools, network analyzer, multimeter, communications equipment and supplies.

PROTECTIVE EQUIPMENT REQUIRED: None required.