

POSITION DESCRIPTION

A. Position: **Information Technology (IT)/Geographic Information System (GIS) Assistant**

B. Position Function:

1. To assist in the IT Department to ensure IT operations align with the business objectives of the Cooperative.
2. To assist in developing and managing application profiles for each department.
3. To assist in providing direction and support for IT solutions that enhance mission critical operations by identifying, recommending, developing, implementing and supporting cost effective technology solutions for all aspects of the Cooperative's business.
4. To assist in coordinating, implementing and managing the Cooperative's Geographic Information System by ensuring the development and maintenance of applications based upon spatially referenced data and digital mapping and preserving the integrity and design of geographic information databases.
5. To assist in the construction, management and maintenance of the Cooperative's website.

C. Reporting Relationships:

1. Reports to: Operations Engineer and IT/GIS Supervisor, respectively.

D. Responsibilities, Authorities and Duties:

Within the limits of administrative policies, budgets and specific delegation from the Operations Engineer, the IT/GIS Assistant assumes the responsibility and has commensurate authority for the following activities, recognizing the continuing responsibility of this position for developing and maintaining a favorable Cooperative image consistent with the cooperative strategic goals:

1. Provide assistance to review the performance, troubleshoot and oversee the deployment, monitoring, maintenance, performance, development and support of all hardware and software of IT and PC systems based on Cooperative needs.
2. Provide assistance to benchmark, analyze, report on and make recommendations for the improvement of IT infrastructure and IT systems.
3. Assist in developing business case justifications and cost/benefit analysis for IT spending and initiatives.
4. Assist in developing, recommending and implementing all IT policies and procedures, including those for architecture, security, disaster recover, standards and purchasing.
5. Help to ensure anti-virus software with current virus definition files is installed on all desktops, laptops and servers to effectively protect the Cooperative's PC networks.

6. Assist with all aspects of GIS including demographic databases.
7. Assist in designing sophisticated raster- and vector-based GIS analysis and classifications.
8. Assist in coordinating and conducting GIS training sessions for GIS staff and end users with client facing applications.
9. Provide GIS guidance and support to the Cooperative, act as a point of contact for GIS related issues.
10. Assist in recommending, analyzing and executing modifications to GIS software in order to improve efficiency, reliability and performance.
11. Assist to ensure availability, reliability and scalability of GIS applications to meet business demands.
12. Provide assistance in conducting research on GIS related hardware and software in support of procurement and system development efforts.
13. **This list of responsibilities is not intended to be all-inclusive and may be expanded to include other duties that Management or Staff deems necessary.**

E. Reporting Relationships

Although the IT/GIS Assistant may delegate portions of his/her responsibilities, no portion of accountability for results may be delegated or relinquished. The IT/GIS Assistant may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Operations Engineer or IT/GIS Supervisor.

F. External Relationships:

1. Board Members/Directors - Provides helpful, courteous assistance and service.
2. General Public - Presents a friendly, courteous image for the Cooperative.
3. Power Companies and Other Cooperatives - Exchanges information that would be mutually beneficial and helpful in maintaining good working relationships.
4. Legal and Regulatory Agencies - Maintain professional relationship with agencies and organizations involved in IT/GIS and other applicable regulations.

G. Position Requirements:

1. Education
 - a. A Bachelor of Science degree from an accredited college or university in the field of computer science or information systems or the equivalent in demonstrated knowledge and experience.
2. Experience
 - a. A minimum of three years' experience in the field of computer science or information systems and a minimum of one year experience in the field of geographic information systems using ESRI software is preferred.

- b. Experience in network security, current network operating systems, client server systems and geographic information systems is required.

3. Knowledge

- a. Must have strong knowledge in the internet, network and client security. Knowledge in Windows Server 2003 RS Standard Edition (NOS) is highly desirable.
- b. Must have a good working knowledge in troubleshooting domain related issues, creating feature classes, datasets and geodatabases.
- c. Must have good working knowledge of website construction, management and maintenance.

4. Abilities and Skills

- a. The ability to effectively coordinate available resources, set priorities and multi-task projects with exceptional accuracy and completion.
- b. The ability to effectively communicate with individuals, large or small groups, both orally and in writing.
- c. The ability to maintain accurate records is essential.
- d. The ability to analyze data and reports, conduct research, coordinate people and resources is required.
- e. Should be capable of drawing valid conclusions and project consequences of decisions and recommendations as well as set priorities and meet deadlines.
- f. Must possess the ability to maintain effective working relationships with employees and the general public.
- g. Must be highly self-motivated, self-directed and attentive to detail.
- h. Must be able to follow directions and work with other cooperative personnel as assigned.
- i. Must be able to attend work on a regular and predictable basis. Work is normally scheduled Monday through Friday, with occasional work outside of normal hours as required.
- j. Must possess a high level of integrity.
- k. Must be honest and trustworthy.
- l. Must be courteous and friendly and able to work well within diverse groups of people.
- m. Must be able to maintain confidentiality.
- n. Must be able to use office equipment, such as copier, computer, plotter and printer.
- o. Must be able to gain and maintain the respect of others, both inside and outside the Cooperative.
- p. Must be able to travel through out the service area. Other travel outside the service area may be assigned.
- q. Must possess a valid New Mexico driver's license or be able to obtain one prior to employment. Must be eligible to be and remain

insured as a driver by the Cooperative's group liability policy for the automotive fleet.

H. Working Conditions:

1. Generally accepted office working conditions with some outside work.

I. Physical Requirements:

1. Sedentary work requiring exertion up to 25 pounds of force occasionally and/or a negligible amount of force frequently. Light lifting of generally 25 pounds or less with occasional lifting over 25 pounds.
2. Job requires sitting most of the time, primarily at a desk or vehicle while out in the field.
3. Must be able to stand and walk on various terrains.
4. Exposure to various weather conditions exist.
5. Requires repetitive motions with hands and fingers such as dialing or keyboarding.
6. Occasionally required to stoop, kneel, crouch or crawl.
7. Low exposure to electrical shock exists for this position.
8. Specific vision abilities required include close vision, peripheral vision and the ability to adjust focus.
9. Must be willing to submit to random alcohol and drug testing per company policy.

Employee

Date

Operations Engineer

Date