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Operate a computer and assigned office equipment
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Work independently with little direction
Plan and organize work
Prepare comprehensive narrative and statistical reports
Direct the maintenance of a variety of reports and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology or related field and six years increasingly responsible experience in the administration of technology services and activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to view a monitor and read a variety of materials
Sitting for extended periods of time