Westmoreland County Transit Authority

Data and Applications Specialist

Reports To:	Deputy Executive Director / Finance	Salary Range:	
Department:	Operations and Administration	Pay Type:	
Effective Date:	8/1/2020	Approval:	
Revised Date:		Approval:	

JOB FUNCTION

General responsibilities include acting as the Data and Applications Specialist for the Westmoreland County Transit Authority computer networks, communications systems, security systems, facilities systems and vehicle tracking systems. Implement and support robust business reports, applications, solutions, and maintain awareness of new technologies and best practices.

WORK HOURS

Monday through Friday, eight (8) hours per day, on call during hours of operation and Occasional Saturdays.

ESSENTIAL DUTIES

1. Test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.
2. Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
3. Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
4. Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
5. Analyzing information and evaluating results to choose the best solution and solve problems.
6. Observing, receiving, and otherwise obtaining information from all relevant sources.
7. Evaluate and/or recommend purchases of computers, network hardware, peripheral equipment, and software, advising management on upgrades, purchase, and installation of new equipment.
8. Monitor and maintain existing vehicle tracking system, security systems, communications systems, and building monitoring systems

9. Ensure compliance with federal, state, and local procurement laws, regulations, and standards.
10. Install, configure, and maintain personal computers, file servers, Ethernet networks, network cabling, and other related equipment, devices, and systems
11. Plans and manages installation and support of purchased software.
12. Perform and/or oversee software and application installation and upgrades.
13. Maintain site licenses and manage application support contracts for organization.
14. Plan and implement network security, including building firewalls, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users.
15. Monitors and troubleshoot networks, facility systems and applications to identify and correct malfunctions and other operational difficulties
16. Ensure timely user notification of maintenance requirements and effects on system availability
17. Investigate, recommend, and install enhancements and operating procedures that optimize systems availability.
18. Maintain site licenses and manage application support contracts for organization
19. Perform other duties as assigned

Note: The essential duties listed above are not intended to limit the duties and responsibilities of the position listed in this job description.

EDUCATION & EXPERIENCE

Associate or bachelor's degree in IT, business administration, communications, or a related field and two (2) years of computer system maintenance, data collection, and analyzation.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

1. A working knowledge of Windows network environments.
2. Advanced computer stills on MS Office including MS Word, and Excel.
3. Strong written and oral communication skills.
4. High attention to detail and accuracy.
5. Strong organizational and time management skills, and ability to prioritize.
6. Must be a self-starter and driven.
7. Ability to multi-task and is flexible and adapts quickly.
8. Well organized and self-directed who is a team player.
9. Supervisory ability and experience necessary
10. Must possess a valid PA driver's license and ability to occasionally lift 25-30 lbs and ability to physically install computers, including cabling

PHYSICAL DEMANDS

1. Some travel to seminars and government offices may require overnight stays.
2. May require evening and weekend work in response to needs of the systems being Supported.
3. Ability to occasionally lift 25-30lbs
4. Ability to physically install computers, including cabling.

WORKING CONDITIONS

Typical office conditions and travel between WCTA Locations.

GENERAL SIGN-OFF

This job description does not constitute an employment agreement between WCTA and the employee. WCTA management reserves the right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this general sign-off and job description.

| _____ | _____ | _____ |
| Print Name | Signature | Date |

| _____ | | _____ |
| Supervisor | | Date |