

## EMPLOYMENT OPPORTUNITY

### TECHNOLOGY SYSTEMS SPECIALIST

Full Time - non-exempt position  
Annual Salary - \$78,813.14 - \$95,775.55  
Full Benefits/PERS



United Water Conservation District is a special district that was founded in 1927. The District is responsible for the conservation and enhancement of the water resources of the Santa Clara River Valley and the Oxnard Coastal Plain in Ventura County. District facilities include Santa Felicia Dam, Freeman Diversion Dam, groundwater recharge basins, well fields, water treatment facilities and major transmission pipelines.

#### **SUMMARY**

Working under the supervision of the Technology Systems Manager, the incumbent performs a variety of functions, both technical and administrative, in support of the District's computer, network, and voice communication equipment and facilities, and assists District staff with related issues. Work is generally performed during a standard, daytime workweek; however, occasional evening and weekend work is necessary to perform special projects, and/or to support urgent requests.

#### **SOME DUTIES MAY INCLUDE:**

(the full job description is available at [https://www.unitedwater.org/connect/career\\_opportunities](https://www.unitedwater.org/connect/career_opportunities))

- Support District workstations as administrator for desktop software updates, develop and administer system scripts for automatic software updates and ensure timely updates to end-point protection software.
- Support District staff with regard to desktop, mobile, and system issues as they arise, including acting as primary point of contact for software and hardware vendor support.

- Support and development of budgetary preparation and monitor expenses accordingly for District IT functions, including acting as secondary point of contact with IT product vendors, ordering new equipment as planned and deploying the equipment according to documented procedures.
- Administer daily, weekly, and quarterly system updates, and ensure backup media are stored in accordance with District policy.
- Administer and develop written District electronic data management policies, procedures, including, but not limited to, system security, disaster recovery, system backups, mobile device management and backup, email retention, etc.
- Manage inventory of District computer equipment (both user devices and network hardware) including warranty information and a schedule for replacement of all equipment.
- Maintain records of all District software, including all licenses, and ensure installation of software updates.
- Regularly monitor and manage systems associated with District data security, including maintaining and generating reports from District firewall, administering spam filtering service, administering services for mobile device management, etc.
- In association with District Controls Systems staff members, administers District WAN communication, and manage District broadband service, making changes as necessary.
- Supports, develops, and maintenance of comprehensive policy, procedures, and instruction manuals for District electronic data management.
- Manage District system hardware and software, including maintaining services and support agreements, deploying, and removing devices and software, provisioning new data servers and managing allocation among VM hosts, and managing data storage.

### **EDUCATION AND EXPERIENCE**

At least two years' experience providing IT support in a business environment. Bachelor's Degree in Computer Science, Information Technology, or comparable field preferred.

### **CERTIFICATIONS AND LICENSES**

Possession of a valid California Class C Driver's License is required upon hire. A+ and Network+ certification, preferred.

### **Compensation & Benefits:**

- CalPERS Retirement 2.5%@55 (Classic) and 2%@62 (PEPRA)
- Group health through CalPERS (100% employee and 60% dependents)
- Dental/Vision for employees and dependents (100%)
- Group life insurance
- Flex benefit plans
- 457b deferred compensation programs
- Vacation, Sick Leave and 11 paid holidays

## **How to Apply**

The application and full job description are available at [www.unitedwater.org](http://www.unitedwater.org). Please submit your resume with a cover letter no later than **January 31, 2022**. Applications received will be reviewed upon receipt.

Please submit to UWCD, Attn: Human Resources via email at [joshp@unitedwater.org](mailto:joshp@unitedwater.org) or to [ofelial@unitedwater.org](mailto:ofelial@unitedwater.org). Candidates can also submit their applications via surface mail to:

UWCD, Attn: Human Resources  
1701 N. Lombard St., Oxnard, CA 93030  
(805) 525-4431

UWCD is an Equal Opportunity Employer

