



County of Berks POSITION DESCRIPTION FORM

Position Title:	Systems Administrator		
Department:	Berks County Jail System	Reports To: (Title)	Warden
Effective Date:	May 2022	Revision Date:	May 2022
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-4 Category:	Professional	Union Classification:	N/A

POSITION SUMMARY:

This position is responsible for the administration and maintenance of the Berks County Jail's security systems, specialized software applications, and related databases. This position requires a high degree of initiative and the ability to work independently to accomplish tasks related to critical jail computer systems and confidential security matters.

Attention to detail, the ability to consistently meet deadlines and strong organizational skills are required. Must demonstrate flexibility in response to unexpected changes in the workload and exercise sound judgment and analytical skills in order to recommend solutions. Position requires a strong customer service ethic and an ability to maintain effective working relationships at all levels within and outside of the department.

POSITION RESPONSIBILITIES:

Essential Functions

Responsible for managing and maintaining all security systems and databases utilized at the Berks County Jail to include, but not limited to, security camera system, Key Watcher, Gatekeeper, DSI, Guardian, Maintenance Connection, Employee ID system, etc.)

Proactive identification, evaluation, implementation, and problem solving to mitigate known or potential issues related to security systems, applications, and databases

Coordinate with outside vendors and external contacts to communicate expectations, facilitate and complete projects, prioritize coordination of services, and ensure timelines are met

Maintain regular communication with various County departments to facilitate technology projects related to jail operations

Provide suggestions and solutions to resolve issues and ensure system configuration meets jail user needs.

Serve as primary point of contact and provide support and guidance to all internal and external users of jail security systems and databases

Responsible for creating and configuring new user accounts, security system access, password management, updating permission levels, removing users, etc. for all necessary jail applications/databases

Responsible for managing and maintaining jail security system cameras including, but not limited to, camera installation, replacement, programming, NVR monitoring for video retention, monitoring overall system health, pulling video per management's request, optimizing system through setting adjustments, etc.

Manage jail key accountability system including, but not limited to, Key Watcher installation and maintenance, key assignment and permission levels, alarm and alert verifications, etc.

Manage jail door access control system, including, but not limited to, account creation, proxy card enrollment and issuance, maglock permission levels, database maintenance, etc.

Manage employee identification card system through template and badge creation, user access, replacement/issuance of employee identification cards, ordering supplies, etc.

Create new databases and reports and maintain ongoing audits of various specialized security systems and confidential databases

Track and maintain service, maintenance, and upgrade schedules for all necessary systems and applications

Responsible for maintaining confidential security information related to jail operations

Performs all other duties as assigned by the Warden or Senior Staff

PHYSICAL DEMANDS:

Essential Functions

1. Ability to sit and/or stand for extended periods of time without a break
2. Ability to ambulate frequently to all the departments and units of the jail
3. Ability to lift/carry files, documents, or equipment in excess of 25 pounds
4. Ability to traverse stairs regularly and climb ladders as required
5. Ability to type, enter, and access data at an automated workstation for up to 2 hours at a time without a break
6. Ability to walk at least one mile
7. Ability to handle/operate all security, safety, maintenance, and other equipment relevant to the position, including but not limited to keys, radios, telephones, computers, copiers, vehicle, etc.
8. Vision correctable to 20/20 and hearing abilities that are natural or corrected to the normal range of hearing. May not be affected by color blindness to any degree which would prevent him/her from effectively performing job duties
9. Ability to pull grill gates and doors (up to 30 lbs.) at least three times daily
10. Ability to reach overhead at full arm's length regularly.
11. Ability to work extended hours and various shifts.
12. Ability to handle stress
13. Physical presence in the facility is required

Non-Essential Functions

None

MINIMUM EDUCATION AND EXPERIENCE:

1. Associates Degree in Computer Science or a related field and/or advanced computer training.
2. Seven (7) years of experience working with specialized software applications
3. Experience in a correctional facility is preferred

4. Any equivalent combination of education and experience with provides the required knowledge, skills, and abilities
5. No felony convictions. Misdemeanor charges will be reviewed individually and may disqualify an applicant.
6. Valid Pennsylvania Driver's License

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent oral and written communication skills
2. Excellent planning skills, decision-making skills, and organizational skills
3. Advanced knowledge of computer operation and PC skills
4. Working knowledge of standard concepts, practices, and procedures in the field
5. Advanced knowledge of Microsoft Office Suite – Word, Excel, PowerPoint, Outlook, etc.
6. Willingness to participate and adhere to employee drug testing procedures.
7. Ability to successfully complete all pre-employment screening procedures
8. Capable of establishing and maintaining effective working relationships with coworkers, management, outside agencies, and the public
9. Ability to remain calm in emergency situations in order to make prompt, accurate and appropriate decisions
10. Ability to maintain confidentiality regarding sensitive jail system information

WORKING ENVIRONMENT:

1. Requires working within the confines of a secure jail
2. Requires working in loud, small, and communal workspaces
3. Requires working in an environment where personal safety may be of concern
4. Requires working in an environment where there is possibility of foul odors
5. Requires working in extreme heat and/or cold
6. May require working beyond 8 hours in a day
7. Requires working with inmates in a potentially high-risk communicable disease environment (AIDS, tuberculosis, hepatitis, etc.), where some inmates are incarcerated for violent crimes including murder.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

All non-Collective Bargaining Agreement employees are "AT WILL" employees, which means that the employer or employee can end the employment relationship with or without cause. Nothing in an employee handbook, the Standard Operating Procedures, or any other policy or guideline pertaining to employment or conditions of employment is intended to change or alter the "AT WILL" status of employment.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
