NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA

POSITION VACANCY ANNOUNCEMENT
PVA #03-17A

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

**INFORMATION TECHNOLOGY APPLICATIONS TECHNICIAN**

Administrative Services

Salary: $38,424 per year
Status: Full-Time Regular Position

**GENERAL DEFINITION OF WORK:**
Performs difficult technical work administering and managing the computer applications (software) of the Authority. Oversees the acquisition, installation, maintenance and training for all personal computer and system applications. Work is performed under the general supervision of the Information Technology Officer.

**TYPICAL TASKS:** (Examples Only)
Performs direct management and administration of Authority’s central data processing system;
Assists in the acquisition, installation and maintenance of all personal computer software;
Resolves computer application problems by troubleshooting, determining nature of problem and taking appropriate action;
Initiates and follows up on calls to software technical support agencies to ensure problem resolution;
Researches, makes recommendations and tests new programs, applications and reports;
Schedules host computer system operation through coordination with other departments;
Schedules, directs and performs in-house training for all staff on new and existing computer applications and coordinates staff requests for formal training;
Reviews and adapts computer software application to comply with Authority and HUD required policies; Creates special management reports as requested by various departments; Keeps abreast of Authority program rules, regulations and changes as mandated by HUD; Assists in planning, organizing and directing the Authority’s information technology programs and operations; Directs operational procedures of computer software used by all authorized personnel.

**KNOWLEDGE, SKILLS AND ABILITIES:**
Thorough knowledge of the principles and practices of management information systems and information technology initiatives. Thorough knowledge of computer systems applications, their development and interrelationships. Thorough knowledge of database administration and the use of Microsoft Excel; Thorough knowledge of modern office practices and of standard office equipment; Strong ability to plan, organize and self-direct accomplishment of a wide variety of critical, time constrained projects concurrently; Ability to establish and maintain effective working relationships with officials and associates.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience equivalent to a Bachelor’s degree with major course work in computer science or related field and a minimum of 2 years experience in information systems. Experience with UNIX and LINUX desired.

**WORKING CONDITIONS:**

*Physical Activity*
Medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires frequent sitting.
Requires repetitive motion and/or level of manual dexterity sufficient to operate, computer keyboard, telephone, facsimile machine, calculator and other office equipment.
Requires occasional climbing of stairs, stooping, kneeling and crouching.

*Sensory Requirements*
Vocal communication required to express or exchange ideas by means of the spoken word. Hearing perception required to perceive information at normal spoken work levels. Visual acuity is required to prepare and analyze written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, to determine accuracy, neatness and thoroughness of work, for operation of office equipment and motor vehicles, and to observe general surroundings and activities.

*Environmental Conditions*
None: The worker is not substantially exposed to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**
Possession of a valid appropriate driver’s license issued by the Commonwealth of Virginia and the ability to maintain insurability under the vehicle insurance policy of the Authority is required.