

JOB DESCRIPTION

Job Title:	IT Administrator – Production Support		Dept:	Information Tech.	
FLSA:	Non Exempt Eligible	Issue Date:	02/25/02	Revision Date:	7/19/04

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

1. Support production in reducing / eliminating equipment and tooling downtime or scrap utilizing good analytical methodologies.
2. Maintain production broadcast systems, error-proofing systems, printers and customer interface / communication (hardware & software)
3. Maintain back up hardware and software for production based broadcast systems, error-proofing systems, printers and customer interface / communication (spare parts).
4. Support departmental projects, VA/VE and/or Six Sigma activities.
5. Develop and maintain production / broadcast system instructions and /or disaster recovery records (hardware & software)
 - Document all activities as required
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Management of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Initiate project RFQ's with supporting documentation to be signed
- Quote / negotiate pricing and timing from vendors for equipment and tooling
- Monitoring and enhance security systems

Basic Education, Experience and Training Requirements

- High School Diploma or equivalent.
- 2 year minimum college education
- Minimum 1-2 years related experience in manufacturing and assembly operations
- Good working knowledge of windows base applications and database applications
- Possess excellent leadership abilities, organizational and communication skills.
- Able to maintain confidential information.

Health, Safety and Physical Demand Requirements

- Standing and sitting in office and manufacturing environment, normal amounts of computer work, lifting of computer equipment up to 70 lbs.

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- Employee Charter / Operating Philosophy (CHAR)
- Significant Aspects Overview (ASPC)
- Process 6.0 – Information Technology (PR06)
- Trans4M Overview (TR4M)
- Clark Broadcast System
- Scanner Trakker

Risks Associated with Job Function

- None

The above points have been explained sufficiently.

Employee's Name (print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS