

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Information Technology Lead Systems Administrator

DEPARTMENT: Operations

SUPERVISOR: Deputy Executive Director

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: 109 (\$56,341.90 - \$101,415.41)

PAY CLASSIFICATION: Exempt

DEFINITION: Responsible for coordinating and assisting with the installation, maintaining and support of all networked electronic systems at the Northwest Florida Beaches International Airport.

EXAMPLES OF DUTIES: Provides technical support for all networked electronic systems at the airport. Performs skilled technician work in the service, repair, installation and maintenance of various information technology system components at the airport. Resolves operational issues associated with electronic network systems, to include trouble shooting and performing repairs as necessary. Provide assistance to all departments for computer support and assistance in setting up domain names, passwords, and e-mail addresses. Perform upgrades to systems as required. Performs installation and service of access control, intrusion alarm, and closed-circuit television systems. Coordinate with outside vendors regarding connectivity to equipment, ordering parts and maintaining adequate inventory. Performs other duties as assigned.

The duties referenced are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude the assignment of additional duties if such duties are a logical assignment to the position.

QUALIFICATIONS: Associates degree, or equivalent in training and experience, and 1-year experience in Information Technology, multi-system integrated electronics or related field. Knowledge of operating systems including Windows Server and Windows Exchange Server a plus. Experience with CISCO and/or Aruba network switches a plus. WIFI administration, Strong working knowledge of networking including switches, routers, servers, firewalls and network protocols. Good interpersonal skills with the ability to work independently and without supervision, and learn new systems quickly. Must possess a valid Florida driver's license. Applicants must be willing to work nights and/or weekends, if required, and will be on-call for emergencies.

Due to the nature of these duties, work may require bending, climbing, stooping, kneeling,

standing long periods of time, and lifting objects heavier than five pounds.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration. Subject to emergency call-out.

WORKING ENVIRONMENT: Both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; exposure to constant noise as well as fumes and odors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SUMMARY:

Occasionally - Lift/Carry: 20-35 lbs., Push/Pull: 20-35 lbs., Kneel, Climb, Crawl, reach above shoulder and reach outward, drive

Frequently - Lift/Carry: 20 lbs. or less., Push/Pull: 20 lbs. or less., Bend, Twist/Turn, Stand

Constantly - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.