


# TOHONO O'ODHAM UTILITY AUTHORITY

## Position Description Application/Security Specialist

Department: Network Services  
Reports To: Telephone Operations Manager  
FLSA Status: Non-exempt  
Shift: 8:00 AM – 4:30 PM (Flex Schedule Eligible)  
Salary Level: 8  
Prepared By: Tohono O'odham Utility Authority  
Approved By: Kristan Johnson, General Manager   
Approved Date: 06/08/2026

### **SUMMARY**

Employee will be responsible for maintaining and reporting all software platforms with the highest level of confidentiality. Employee will serve as a technical and operational resource to support fleet operations, safety, and management teams by maintaining the integrity of the telematics, billing, and camera software and ensure the compliance of company policies related to the software and permissions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Responsible for maintaining and monitoring GeoTab telematics, NISC, Verkada and other TOUA owned platforms and software
- Responsible for reporting vehicle telematics and other data to department managers
- Retrieving and providing sensitive camera footage as requested by management
- Administering and maintaining permissions for all employees for all TOUA software platforms
- Implementing upgrades of telematics system, including the firmware and hardware
- Work with or in conjunction with Maintenance department on the installation and replacement of cameras – in vehicles, TOUA main building and remote sites
- Responsible for understanding TOUA software platforms to conduct training, as needed to all levels of staff, on software platforms for use

- Will gain knowledge of the software and be prepared to make recommendations of how to more effectively use the software within TOUA Technology Systems/Services
- Must be able to provide clear, concise and succinct communication to upper management and provide cross-departmental communication when required.
- Will gain knowledge of software to administer, assign, and/or deny the appropriate permission to users.
- Log data and update information as needed for program license, records, contract(s).
- Adaptation to changing software, firmware, and hardware needs is a must and will be expected.
- Will work with Vendors and Network services to ensure compatibility and security of all software
- Utilizes approved AI language learning model tools to support research, documentation, communication, and workflow efficiency

## **QUALIFICATIONS**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Must have knowledge of Windows Operating System (Windows 11), Apple OS, and Linux.
- The requirements listed below are representative of the knowledge, skill and/or ability required:
  - Required personal characteristics include: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.
  - Most times will work individually but must be able to adapt to a team environment when working with others and must adapt to a leader when training or presenting

## **EDUCATION and/or EXPERIENCE**

- Associate's degree (A.A) or equivalent from two-year College or technical school;
- Two years related experience and/or training; or
- Equivalent combination of education and experience.

## **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

- Ability to respond to common inquiries or complaints from co-workers or leadership
- Ability to write speeches and articles for publications that conforms to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Prefer ability to converse in the Tohono O'odham language.

### **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Arizona Driver's License

### **OTHER SKILLS and ABILITIES**

- Should be ten (10) key proficient.
- Must be computer literate and familiar with a variety of software packages.
- Should have excellent typing skills and be capable of accurately producing forty (40) words per minute.
- Must remain open to evolving AI technologies and incorporate them into daily functions.
- Prefer ability to converse in the Tohono O'odham language.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

- The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.
- At the discretion of the Department Manager, this position may be eligible for a hybrid/remote work environment.