



## NEW EMPLOYMENT OPPORTUNITY

# Information Technology (IT) Administrator

### (Full-Time w/ Full benefits)

**Salary Range: \$10,073 - \$13,599 per month**

**Application Deadline: May 15<sup>th</sup>, 2026 4PM**

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The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the over 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. Join an amazing team at RCTC and help plan and deliver transportation solutions!

#### **General Description:**

Under general direction, to perform highly responsible administrative and technical work in the development and operation of the Commission's Information Technology (IT); to oversee the work of professional and consultant staff involved in a variety of IT activities; to serve as an in-house project manager to evaluate needs, vendors, and resources in order to drive IT projects from initiation through delivery; to organize cross-functional activities to ensure projects are completed on schedule and within budget; and to perform other related duties as required. Receives general direction from the department Deputy Director and/or Director. Exercises project management of contracts, vendors, and consultants; exercises no direct supervision over staff.

This is a single-position classification responsible for facilitating, implementing, administering, and overseeing programs, projects, and activities related to information technology including: network engineering, business intelligence services, database administration, software, hardware, systems security and firewall administration, and telecommunications. Responsibilities include performing diverse, specialized, and highly technical work involving significant accountability and decision-making responsibility.

#### **Qualifications**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Required:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in information technology, computer science or a closely related field, and/or job related certifications such as Comptia, Microsoft, Cisco, PMI, and at least five (5) years of progressively responsible IT project management, computer systems operation, and/or systems analysis experience, preferably within a government agency.

## **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- In coordination with RCTC's IT consultant identifies, develops, implements, and oversees the installation and maintenance of IT systems to meet the needs of user departments and offices/locations; determine information requirements and further defines the nature of the Commission's IT projects; builds a project plan to meet business requirements and expectations.
- Designs, develops, implements, and oversees the administration and maintenance of the Commission's telecommunication network.
- Establish and recommend policies and procedures as well as acceptable practices.
- Manages IT services including acquisition, installation, and maintenance of network and desktop hardware and software;
- Oversees the work of consultants and project personnel in areas related to information systems and telecommunications services.
- Coordinates with the Toll Program management and technology staff, private contractors, consultants and vendors to represent the Commission's overall IT policies and procedures.
- Conducts research and performs analysis; prepares and presents reports regarding project feasibility, equipment utilization, project development, and the cost of applications.
- Leads the development and implementation of mobile computing including mobile device management programs; develops, maintains, and enforces associated mobile computing policies and procedures.
- Facilitates communication and negotiation of commitments within the team and with functional management, and sustains coordination among all affected stakeholders; assists business units in the evolution and innovation of their current work practices with modern and more efficient/effective tools.
- Ensures Cyber-security measures are in place and in practice to safeguard RCTC business, toll revenue, and employee data.
- Performs, maintains, and ensures database backups, restores, security, and data corruption/correction; monitors performance and database connectivity issues.
- Prepares and administers the department budget; monitors and approves expenditures within budget limitations; makes recommendations regarding equipment, materials, supplies, and resources.
- Prepares agenda items and various reports for management and internal and external project stakeholders; attends and presents and/or participates in Commission, County Board of Supervisor, City Council, local business, and related meetings.
- Performs other special projects or duties as assigned.

### **Knowledge of:**

- Information technology best practices, operating procedures, and current trends.
- Information technology equipment, practices, policies and processes associated with state-of-the-art tolling enterprises.
- Principles of computer programming.
- Structured analysis, design, construction and implementation methodologies.
- Personal computer applications, usage, and functionality.
- Mobile devices and applications used in business.
- Helpdesk service and support functions, delivery techniques, and performance standards.
- Strategic planning methods and project management.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors,

and RCTC staff.

**Ability to:**

- Manage large, complex technical contracts.
- Oversee vendors and consultants working from remote locations.
- Analyze problems, evaluate alternatives, and recommend course of action and strategy.
- Communicate complex ideas and translate technical information into user-understandable terms with tact, patience, courtesy, and with a sense of urgency as necessary.
- Obtain user involvement and buy-off for projects under development.
- Audit performance in workgroups and suggest improvement processes.
- Work independently to establish priorities and take the lead role in specific projects.
- Continuously work to improve technology and services offered to business units.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Plan, organize, direct, and coordinate the work of technical and administrative personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Speak effectively in public and present ideas effectively at Commission or Committee meetings.
- Work effectively with a variety of public officials and private consultants.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Physical & Environmental Elements:**

Must possess mobility to work in a standard office setting and use a variety of office equipment, including computers, laptops, and mobile devices; to operate a motor vehicle and to visit various RCTC meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas will be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

**Summary of  
Benefits Available**

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CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Hybrid Work Schedule
Up to \$1,500/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	13 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

**An RCTC employment application and resume must be  
submitted for consideration by the application deadline.**

**For more information, please visit [www.rctc.org](http://www.rctc.org)**

**4/2026**