

SENIOR SYSTEMS SPECIALIST

Purpose Statement

The job of Senior Systems Specialist was established for the purpose/s of ensuring the stability and integrity of District data and information systems; overseeing and participating in the installation, monitoring, maintenance, support, optimization, and documentation of assigned District computer/data/information systems (systems), and multiple relational databases; managing multiple projects; planning and designing systems data structures, the District data plan, and systems roadmaps; configuring and optimizing systems-related services both inside and outside of the District; working with systems owners and users to ensure services are meeting expectations; analyzing and resolving systems services problems in a timely fashion; providing reports, documentation, and training where required; and working with other staff as assigned.

This job reports to Director-Information Systems

Essential Functions

- Administers systems and related services for the purpose of ensuring the availability of services to authorized users.
- Aligns systems services within the parameters of District objectives (e.g. designs, plans, implements, configures, maintains, tests, documents, and trains, etc.) for the purpose of meeting the mission, vision, and values of the department and the District.
- Conducts research on systems products, services, standards, and best practices for the purpose of remaining current and up-to-date on available technology and its use.
- Develops and maintains a variety of manual and electronic systems processes and data (e.g. communication processes for system data collections, reports, service life cycles; systems data/information exchanges with internal and external systems; and systems security, integrity, and “test environments, etc.) for the purpose of providing systems and related data that meet district requirements.
- Develops and maintains scripts and utilities for the purpose of automating repetitive routines and administering systems controls per district requirements.
- Develops, implements and maintains systems administrative authorization, policies, and procedures for the purpose of ensuring the efficient and authorized use of systems and/or applications according to district guidelines.
- Develops, implements, and maintains the processes and documentation for systems service management (e.g. asset, capacity, changes, configuration, continuity, incident, life cycle, problem, release, vendor, and definitive media library, etc.) for the purpose of ensuring the efficient and effective functioning of district-wide systems.
- Manages assigned systems services and related documentation (e.g. data exchanges, technical documentation, technical and non-technical “end user” training, performance statistics, data architecture, quality control, user access, security, service architecture, service records, and vendor SLAs, etc.) for the purpose of ensuring the efficient use of systems and/or applications.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Provides excellent on-site and district-wide customer service for the purpose of restoring service and resolving problems promptly and efficiently according to district standards and objectives.
- Recommends and provides professional development for other staff and self that relates to systems services for the purpose of providing direction for meeting the district's goals and objectives.
- Serves as “Project Manager” on systems-related projects for the purpose of completing projects in an efficient and cost-effective manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment and programs used in systems and server administration; planning and managing simultaneous projects; preparing and maintaining accurate records; using pertinent office software, diagnostic applications, and system administration applications; and operating standard office equipment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: database, data warehouse, multi-dimensional database design, and architecture; systems administration; traditional database reporting, web-based interactive database reporting, systems quality control, current database developer languages and web-enabled reporting tools (SQL, ASP, HTML, VG.NET, JavaScript, etc.); principles and practices of system administration, project supervision and budgeting; and training methodologies for technical and non-technical employees.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; being attentive to detail; creating system policy and procedure documents; working with frequent interruptions; working as part of a team; communicating with diverse groups; conveying technical information to non-technical audiences; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency Job-related experience within specialized field is required with four years of experience desired. Experience in SIF, SAP, PL/SQL, Microsoft Reporting Services, and Crystal Reports is helpful.

Required Testing

None Specified

Certificates & Licenses

Microsoft Database Administrator certification

Continuing Educ. / Training

Computer/Data/Information Systems/Server Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

9/4/2008

Salary Grade

Exempt 76X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____