

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Systems Administrator	<u>CLASS NUMBER:</u> 80052	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 013002
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Information Officer (011202)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Systems Administrator classification is to maintain, support, create reports from, and train staff in use of data systems.

JOB DUTIES:

Administer the county's budget application and related SQL database (e.g., budgetary analysis, formulation of agency/budget program requests, etc.).

Develops custom SQL queries and other ad hoc reports utilizing SAP to support business needs (operating budget process, tax budget process, and annual forecast).

Maintain working knowledge of Visual Studio .NET and SQL Server for maintaining custom .NET applications for generating budget related documents and reporting. Prepare the budgetary applications to receive and process annual and interim budget information, including both financial and performance information. Assist in educating management and training agency fiscal staff and OMB staff on the use of the county budget system.

Responsible for responding to issues related to applications and follow up on reports of slow or non-resolution of issues. Provides regular communication of project status, capacity, and progress to project teams. Perform special projects including information technology related research to support county agencies. Participate in the analysis, implementation and support of IT solutions, Determine root cause of issues and communicate appropriately to internal and external customers. Work closely with OMB staff and other county entities to make applications more efficient and user-friendly (which may require learning computer applications of other agencies).

Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; employee training and development; government structure and process; electronic data processing. Skill in equipment operation. Ability to deal with problems involving few variables in familiar contexts; interpret extensive variety of technical material in books, journals and manuals; deal with non-verbal symbols in formulas, equations, or graphs; use proper research methods in gathering data; develop complex reports; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in computer information, computer science, or related field with five (5) years of budgeting, computer information, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as

described in the position description.

Employee Name

Employee Signature

Date