

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

<u>CLASSIFICATION TITLE:</u> IT System Administrator	<u>CLASS NUMBER:</u> 80030.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 111007
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Sr. IT Manager (111002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the IT System Administrator classification is to manage and supervise a team of IT professionals and clerical staff whose primary duties involve writing, analyzing and designing computer programs/systems for the mainframe computer or open systems.

JOB DUTIES:

Participate in the development of LAN-based data systems. Gather and analyze data. Assemble data and materials for testing and investigation of programs and their relationship with designated systems in development stage. Test systems to ensure validity of systems output, and participates in implementation of systems. Monitor server utilization and related systems, including all relevant error logs periodically and facilitate any necessary changes. Responsible for the overall performance and availability of the system. Implement technical solutions that increase operational efficiency. Manage inventory equipment acquisitions, installations, designs and modifications. Responsible for performing server maintenance outside of normal business hours and providing after hours response and support for business critical systems.

Develop support documentation. Develop, maintain and execute agency disaster recovery plans ensuring both internal and county and state requirements are met for data protection. Manage outsourced resource utilization, including external contractors and county and state resources for project planning, troubleshooting assistance, and repairs. Track and facilitate progress on internally managed projects and adherence to state and county IT requirements. Assist in developing and monitoring IT policies, procedures, budgets, and a three-year and five-year technology plans. Participate in IT projects to assess networking needs, develop implements and assure adherence to network/security policies and procedure. Estimate project costs and prepare project plans.

Prepare recommendations on monitoring and analysis tools. Prepare status reports. Act as IT liaison with county agencies, partners, private contractors and other IT staff to ensure effective system developments and implementation. Disseminate information and develop effective working relationships. Participate in various internal and external meetings and in regular staff meetings. 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 inventory control; employee training and development; agency policies and procedures. Skill in word processing; equipment operation. Ability to apply principles to solve practical, everyday problems; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use algebra; geometry and trigonometry; understand manuals and verbal instructions, technical in nature; prepare meaningful concise and accurate reports; gather, collate and classify information about data, people or things; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in computer science or 36 months experience in software installation, maintenance for mainframe operating systems or any combination of training and experience.

Additional Requirements

24 months supervisory experience that includes employee training and development is required

Supervisory Responsibilities

Ability to assign, review, plan, provide instructions and coordinate the work of other employees; to maintain department standards, to

recommend discipline or discharge; to act on employee issues; to recommend and approve the transfer, promotion, or salary increase of assigned staff.

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