

**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> Public Facilities Management	<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> 032501
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, Administration (032000)
<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 mainframe computer or open systems.

JOB DUTIES:

Responsible for the overall IT performance and systems availability within the agency. Responsible for primary support and administration of various agency-specific systems (CCURE, ADEMCO Alarm, Archibus, Johnson Controls, Limbach, Trane, OTIS Elevators, Signature Controls, Visual Asset Management, etc.), servers (application, web and SQL), and network domains (e.g. 10.200 network with CCURE.PFM domain). Provide secondary support as needed for data center and/or telecommunications' primary supported applications and servers. Manage the implementation and testing of new agency related systems and required maintenance updates. Develop, execute, and test application updates, patching, and back-up and recovery procedures. Perform IT/server maintenance outside of normal business hours as needed and provides 24/7 after-hours response for business critical systems as necessary. Provide security recommendations and risk management. Recommend and implement technical solutions that increase operational efficiency; makes budgetary recommendations to management for hardware and software purchases.

Coordinate deployment and installation of IT hardware and software. Provide advanced support to agency users for Microsoft operating systems and Office products and agency-specific software (e.g. Archibus, AutoCAD, Blue Beam, various PFM trade-specific software packages, etc.). Serve as primary point of contact for agency users in solving hardware and software issues; troubleshoots and resolves technical issues where possible and responsible and/or coordinates with data center and/or contract vendors as necessary to resolve problems. Train staff on various agency applications. Process new hire providing necessary system and network access.

Maintain inventory of IT equipment, parts and software, files, and records pertaining to agency systems, etc. Directly procures new IT hardware and software and/or serves as a liaison with the data center to procure the same as needed. Initiate the disposal of unneeded, obsolete or unfit IT equipment. Provide status updates to management and generate reports, as requested. 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; office practices and procedures; agency policy and procedures; electronic data processing. Skill in equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; deal with some abstract but mostly concrete variables; gather, collate and classify information; cooperate with coworkers on group projects.

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