

INFORMATION TECHNOLOGY BUSINESS SYSTEMS ADMINISTRATOR

CLASSIFICATION TITLE: IT Business Systems Administrator

PURPOSE OF CLASSIFICATION

Responsible for county-wide or large departmental systems. Plans, analyzes, develops, programs, modifies, tests, debugs, and implements complex computer systems. Develops and documents data standards. Troubleshoots and resolves problems. Reports to a Division Manager and/or a Division Supervisor of Information Technology.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops and maintains application systems of the Criminal Justice Information Services (CJIS); manages data, makes necessary program and procedural changes; insures data integrity and compliance with state mandated rules and regulations.

Meets with County-wide department personnel to research current business processes, identify areas of opportunity for improvement, research solutions, document current and proposed workflow, and make recommendations for technological solutions.

Manages complex projects; performs research and analysis, prepares bids, selects vendors, manages outside consultants, and determines requirements. Serves as technical lead for CJIS/Odyssey project.

Plans, analyzes, develops, programs, modifies, tests, debugs, and implements complex computer systems; defines and develops requirements for creative, logical, and effective solutions; confers with management to determine feasibility of recommendations.

Develops and documents data standards; prepares documentation for new systems and systems modifications in accordance with established County standards and procedures.

Troubleshoots and resolves problems and/or process identification and definition. Analyzes system problems and takes corrective action.

Maintains and administers databases and associated tables to include creating scripts, scheduling database activities and reloading data to include data recovery plans.

Maintains security access to computer system information and reviews system/database tools for functionality, status, and applicability.

Provides technical direction in complex information modeling concepts, data access, information system interfaces, and reporting tools.

Prepares and analyzes a variety of system reports and makes recommendations on system upgrades.

ADDITIONAL FUNCTIONS

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree or equivalent of four (4) years college courses in Information Technology, Computer Engineering or closely related field; or Associate's Degree in Computer Engineering or closely related field and four (4) years previous experience and/or training involving the administration and maintenance of a computerized asset management system; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must provide and maintain a personal vehicle to use to conduct official county business which may include after-hours return trips.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in moderate work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard of workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, machinery, electric currents, or traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.