

Title: Computer Systems Administrator
Department: Administration
Division/Office: Information Technology Office



Grade 2124; FLSA Exempt position; Category: Classified; Job Code: PRAN; Rev.:07/01/2022

General Description

The purpose of this position is to configure and maintain County's mid-range computer platform including architecture design and development, engineering, performance analysis, system evaluation, IT solution coordination, and successful transition to new or enhanced programming versions.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Maintains I series.
- Resolves production problems to provide continuous operations.
- Coordinates tax bills.
- Recommends alternative programming approaches based on user requirements.
- Trains and supports programming staff members.
- Prepares user instruction and system documentation.
- Perform feasibility studies, life cycle analysis and/or cost/benefit studies.
- Provide input during client strategic planning (as required) as part of technical expertise.
- Research and maintain knowledge regarding applications and related software.
- Recommend enhancements to computerized operations and procedures.
- Monitor computer program performance to detect errors.
- Apply testing procedures/methodologies (e.g., diagnostic software) and interprets data.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in business administration, computer science, mathematics, management information systems or related field supplemented by six (6) years of local and wide area network technology in networking design and installation, using and setting up servers and other devices, and documenting application or possession of any equivalent combination of education, training, and experience.

Additional Requirements:

Advanced knowledge of mid-range computer platforms and applicable computer programs; demonstrated ability to manage full computer system lifecycle experience from solution development to implementation; in depth knowledge of RPG, CL, mid-range computer programming tools, 4th level languages, and Communication Protocols, security, backup and

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restore; experience installing PTF, OS upgrades, IPLs; ability to analyze computer processing problems and users request and develop solutions that can be implemented; some knowledge of, and/or willingness to learn web based user interface tools; advanced PC skills, such as word processing, spreadsheet, and file transfer; excellent oral & written communication skills; ability to monitor performance of programs after implementation; ability to understand and work from oral and written directions; ability to coordinate design and plan projects; ability to supervise and evaluate the work of others; ability to prepare detailed reports; ability to deal effectively with and maintain effective relationship with staff, supervisor, and the public; ability to communicate effectively; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideals by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement