

City of Fort Worth, Texas Job Description

Classification Title	PeopleSoft Systems Administrator		
Job Code:	PR2010	Job Family:	Professional
Pay Grade	710	Date Reviewed:	08/03/2018
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Under general supervision, builds, operates, maintains, and supports Enterprise Resource Planning (ERP) environments. Provides technical ERP administration and/or ERP programming to include design, coding, testing, debugging, and documentation of ERP programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Maintains and supports ERP environments. Installs and assists in the maintenance of ERP software applications. Monitors and corrects problems that occur in ERP systems.
2. Administers ERP scheduling system jobs/updates/changes in accordance with policies and procedures.
3. Installs, customizes, implements and supports ERP systems.
4. Designs ERP programs to comply with program specifications; develops customizations and/or modifications to PeopleSoft applications; and tests data and programs for accuracy.
5. Analyzes ERP needs; considers and analyzes multiple possible solutions; recommends solutions; develops work plans with specific procedures, schedules, and time frame elements.
6. Assists in monitoring ERP system performance; optimizes resource utilization; troubleshoots associated problems; and manages maintenance functions as necessary and ensures reliable backup and recovery strategy.
7. Creates, tests and maintains custom scripts to implement ERP business logic and system requirements.
8. Generates appropriate documentation and writes analytical reports and appropriate correspondence.
9. Attends training sessions and plans meetings, as appropriate; stays current with industry trends and innovations; and researches and analyzes new technologies and best practices.
10. Performs other related duties as required.

11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Principles of ERP systems, development, implementation and support.
- Principles, practices, and procedures of particular field of specialization.
- Various ERP software and applications related to assigned division.
- ERP programming languages, methods, and procedures.
- Relational data base design, implementation and support.
- Network design and support as applicable.
- Internal structure of computer hardware and software.
- Principles and practices of program development and administration.
- Preparing clear and concise reports.
- Departmental and City rules, regulations and procedures relevant to information systems and services.

- **Skill in:**

- Computers and ERP software.
- Organization.
- Interpersonal relations.
- Problem solving / Troubleshooting.
- Computer systems analysis.
- Computer programming.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Operate assigned computer equipment.
- Troubleshoot and solve computer problems and related issues to assigned division.
- Operate/manipulate information processing software to suit divisional needs.
- Follow specific instructions for generating assigned reports.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.
- Demonstrate analytical and resolution skills.
- Resolve complex enterprise system and application issues.
- Utilize new technologies and best practices related to assigned division.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Computer Science, Information Systems, or a related field and two years of responsible experience in supporting ERP systems design/administration, computer systems analysis or computer programming.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.