

City of Fort Worth, Texas

Job Description

Classification Title:	Systems Administrator		
Job Code:	PR2641	Job Family:	Professional
Pay Grade:	710	Date Reviewed:	06/23/15
FLSA Status:	Exempt	Date Revised:	12/04/24

GENERAL SUMMARY

Performs infrastructure and system design, provisioning, installation/configuration, operation, support, maintenance and upgrades for operating systems, systems hardware and software, and related infrastructure. These activities may include the definition of needs, benefits, and technical strategy; research & development within the project life-cycle; technical analysis and design; support of operations staff in executing, testing and rolling-out the solutions; etc.

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. Supervises staff, as assigned, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Plans, directs, manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned information technology projects and operational processes; and recommends and administers policies and procedures.
3. Monitors and maintains system performance, optimizes resource utilization; troubleshoots associated hardware and software problems; manages maintenance functions as necessary of assigned systems and any associated third-party applications and ensures security and integrity of data is managed in the designated system assigned.
4. Analyzes system needs and develops detailed work plans with procedures, schedules, and timeframes. Stays current with the latest trends, technologies, and best practices, while continuously evaluating new tools and systems to enhance the efficiency and effectiveness of operations.
5. Installs and maintains network infrastructure; troubleshoots associated hardware problems; manages maintenance functions as necessary.
6. Generates appropriate documentation; and writes analytical reports and appropriate correspondence.

7. Develops backup and recovery strategy of assigned systems and associated third party applications.
8. Performs system-wide planning, decision-making, evaluations, and conducts business process analyses, system needs assessments and business projects in relation to assigned systems and any associated third-party applications.
9. Maintains contracts with outside vendors, service and maintenance agencies for assigned systems and any associated third-party applications by evaluating technical and functional requirements. Manages outside contracts and monitors work of contractual agencies; maintains records of warranties, service and maintenance of equipment; and maintains inventory of equipment.
10. Manages resources and costs associated with new projects to ensure the project is delivered on time, under budget, and meeting the quality expectations of stakeholders.
11. Oversees specialized technical services functions; and provides responsible support to senior management or supervisory staff.
12. Performs other related duties as required.
13. 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 and procedures of management systems and reporting.
 - Principles of supervision, training, and performance evaluation.
 - City personnel policies and procedures.
 - Departmental and City rules, regulations and procedures relevant to information technology.
 - Principles and practices of systems and operating system implementation and support.
 - Principles, practices and procedures for specialized fields of technology services.
 - Network design and support as applicable.
 - Communications, security and/or computer operations services.
 - Relational database design, implementation and support.
 - Methods and techniques of statistical data collection and analysis.
 - Methods and techniques of user relations and database interactions.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Computers and applicable software.
 - Time management and organization.
 - Troubleshooting.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Operate assigned computer equipment.
 - Solve computer problems and difficulties related to assigned division.

- Operate/manipulate/modify information processing software to suit divisional needs.
- Organize and assign priorities for work to be accomplished.
- Lead and coordinate the work of lower level staff.
- Analyze issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of program goals.
- Research, analyze, and evaluate potential service delivery methods and techniques.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

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 five (5) years of responsible experience information systems technical support work such as operating systems, data base administration, server backup and recovery or related fields, including two (2) years of administrative and supervisory responsibility.

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.