CLASSIFICATION TITLE: Systems Administrator 2	**CLASS NUMBER:** 80053	**FLSA:** Exempt
AGENCY/DIVISION: Board of Commissioners	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N22	**POSITION CONTROL #:** 010030
POSITION LOCATION: 373 S. High St., 26th FL., Columbus, OH 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Chief Information Officer (010022)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:
The primary purpose of the Systems Administrator 2 classification is to maintain, support, create reports from, and train staff in use of data systems.

JOB DUTIES:
Work in an enterprise-level environment that supports financial and custom-developed applications to support business needs across all county agencies. Administer the county's budget application and related SQL database (e.g., budgetary analysis, formulation of agency/budget program requests, etc.).

Develops custom SQL queries and other ad hoc reports utilizing SAP to support business needs (operating budget process, tax budget process, and annual forecast). Maintain expert-level knowledge of Visual Studio .NET and SQL Server for maintaining custom .NET applications for generating budget related documents and reporting. Prepare the budgetary applications to receive and process annual and interim budget information, including both financial and performance information. Assist in online virtual training to educate management and train agency fiscal and OMB staff on using the county budget system.

Responsible for responding to application related issues and following up on slow or systems issues reports. Provides regular communication of project status, capacity, and progress to project teams. Perform special projects including information technology related research to support county agencies. Participate in the analysis, implementation and support of IT solutions, Determine root cause of issues and communicate appropriately to internal and external customers. Work closely with OMB staff and other county entities to make applications more efficient and user-friendly (which may require learning computer applications of other agencies).

Responsible for providing technical support for weekly public, hybrid meetings and ensuring audiovisual equipment is fully functional. Provide training for new staff on audiovisual equipment and software applications. Service as a technical point of contact to the Data Center for quarterly security audits and support staff during system upgrades.

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 budgeting; employee training and development; government structure and process; electronic data processing. Skill in equipment operation. Ability to deal with problems involving few variables in familiar contexts; interpret extensive variety of technical material in books, journals and manuals; deal with non-verbal symbols in formulas, equations, or graphs; use proper research methods in gathering data; develop complex reports; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in computer information, computer science, or related field with five (5) years of budgeting, computer information, or related experience.

Additional Requirements
No special license or certification is required.

Supervisory Responsibilities
None required.

UNUSUAL WORKING CONDITIONS:

Effective Date:_____

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