

LINN COUNTY CLASSIFICATION

TITLE: SYSTEMS MANAGER
NUMBER: 088
PAY RANGE: 22
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2001-500
DATE: August 7, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Analyzes, designs, programs, documents, implements and maintains automated software systems in support of County government. Additionally, installs, maintains, and administers one or more complex computer hardware and/or software systems such as an application or Data Base Management System (DBMS) server. Provides technical support to other staff members and end users on the use of these computer systems. Advises the Data Processing Director on matters relating to these systems.

SUPERVISION RECEIVED: Works under the supervision of the Data Processing Director who assigns duties and evaluates performance.

SUPERVISION EXERCISED: Supervision of other employees is not a normal responsibility of this position. May assist in the orientation and training of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Work with County offices or departments to analyze requirements for new software systems and then design, code, document, and test these systems.
2. Modify existing software systems based on changes in user needs, growth in system use, new statutory requirements, or modified office procedures.
3. Analyze current programming algorithms to identify areas requiring modifications and corrections.
4. Train end users on the use of new and modified software systems.
5. Analyze requests for public information and generate export data files compatible with these requests.
6. Perform system and layered product software installations and upgrades. Manage system and layered product software licensing.
7. Install and configure new hardware and peripherals. Create new user accounts and configure the user environment.
8. Assist other Programmer/Analysts in integrating their software applications with the host computer system.
9. Evaluate system security requirements and implement appropriate security measures.

10. Monitor system performance and tune system parameters. Troubleshoot staff and end user problems with system.
11. Schedule and perform system backups. Arrange for systems maintenance as needed.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

14. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of computer programming techniques. Considerable knowledge of systems analysis and software design principles, practices and methods. Considerable knowledge of the application of computer technology, both in on-line and batch environments, to the solution of County business problems. Considerable knowledge of at least one major programming language in common use. Considerable knowledge of relational database systems and SQL query language. Considerable knowledge of personal computers, graphical user interfaces and desktop software. Familiarity with the functions and operations of County government. In depth knowledge of applicable hardware and software system architecture and command interface. Knowledge of Local Area Network principals of operation and network protocols. Skill in analyzing and repairing computer hardware and software problems.

Ability to work with department heads and elected officials to determine their software requirements. Ability to develop computer software systems to satisfy the requirements of County business using current technologies. Ability to work with minimal supervision. Ability to learn and adapt to current and changing technologies. Ability to communicate, both orally and in writing, with technical and non-technical staff. Ability to establish and maintain a harmonious working relationship with elected officials, County department heads and other County employees.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor of Science degree in a computer related discipline from an accredited institution and three years experience managing the applicable hardware/software system or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds. .