

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Applications Administrator
FUNCTIONAL AREA: Information Services Department

WORK OBJECTIVE:

Primarily responsible for spearheading the implementation of efficiency initiatives including, the identification, research and analysis of the City's business applications, while maintaining a stable and secure production operating environment.

Work is performed under the general supervision. Duties are performed with considerable independence requiring the exercise of discretion, sound judgment and initiative. Works is reviewed through conversation, observation, analysis of reports and recommendations and results achieved.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Designs and develops recommendations for governmental re-engineering, quality management processes and process improvement. Provides strategic management reports recommending efficiency initiatives to management and administration.
- Develops and identifies creative solutions which generate cost savings and increase productivity. Provides assessment and planning of project implementation plans and presents project findings and report formats.
- Studies, analyses and evaluates existing programs, organizational structures, processes, and departmental functions and procedures to determine the most effective and economical methods to perform essential functions.
- Maintains database of management initiatives and corresponding financial results and ensures recognition and marketing of program achievements.
- Reviews current financial records and accounts; performs cost / benefits analysis.
- Provides supervision, training and technical expertise to accounting, fiscal and/or administrative employees.
- Recommend and facilitates software selections, hardware selections and business process reengineering.
- Works with internal and external vendors to obtain technology services and products to satisfy business needs.
- Manages and monitors implementation of business applications, ensuring that implementations are within budget and on time.
- Monitor and assists in the development of RFP's and contributes to the subsequent contract negotiations.
- Manages the development, enhancement and/or implementation of technology projects within assigned client area.
- Assist in the development of citywide technology policies and procedures.

Applications Administrator

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's degree in Computer Science, Information Systems or closely related field and six (6) to seven (7) years of experience in network systems administration, or an equivalent combination of relevant education, training, certification and experience.

Knowledge, Skills, & Abilities –

Requires superior interpersonal skills including written and verbal communications.

Knowledge of departmental processes for the area assigned.

Project management skills.

Thorough knowledge of systems analysis and information system concepts, techniques, and operating principles.

Considerable knowledge of the capabilities, limitations and uses of available computer and peripheral equipment.

Considerable knowledge of system development including available hardware and software related to the system for which design specifications are being prepared.

Ability to evaluate business goals and objectives and the feasibility of applying technology to achieve these goals and objectives.

Ability to analyze projected project cost and resources and to develop business cases.

Ability to ascertain facts through testing and observation, analyze methods and procedures accurately and logically, and test system segments to determine requirement adequacy.

Ability to prepare and present formal presentations in a professional manner.

Ability to operate personal computer for extended periods of time.

Ability to communicate with and instruct others, using both technical and non-technical language to explain technical subjects and processes.

Ability to establish and maintain effective working relationships with internal and external personnel.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.