

# Sacramento County Office of Education Job Description

## Classification Title: Business Systems Administrator

### **DEFINITION**

Under general direction, administers and assists with planning, implementation, and support of a variety of systems related to finance, payroll, leave accounting, position control, operations, and human resources for Sacramento County Office of Education (SCOE) staff.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; however, may lead and provide direction and training to staff and users as well as participate in team assignments.

### **DUTIES AND RESPONSIBILITIES**

This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.

#### **Business Application Planning and Implementation**

Performs business needs analysis, researches, evaluates, and recommends business software application solutions; leads analysis and configuration of business application software solutions; administers SCOE business applications including the evaluation and implementation of finance, payroll, leave accounting, position control, operations, and human resources-related software systems; develops project work plans, timelines, and deliverables for each phase of a project plan; develops processes and procedures to oversee and enforce system integrity, security, application, and standards; develops system documentation and customer training materials; coordinates with staff regarding application installation and production implementation.

#### **System Administration, Support and Maintenance**

Performs routine maintenance and operation tasks; installs and supports business and operations-related software applications for SCOE, including business applications and peripheral equipment; maintains users and security settings; researches user inquiries and new technology; works with SCOE staff to assist in troubleshooting and resolving computer operating, software/hardware, database problems related to various business and operations software; communicates with vendors to resolve issues; uploads data to systems; delivers and develops customer training; develops and maintains documentation for processes, policies, and procedures; may serve as back-up in supporting the financial systems production processes including scheduled payroll and accounts payable production jobs; tests new software with various operating systems; applies software updates and patches as released by vendor; monitors and updates usage to ensure security of data and access privileges when program modifications are performed; works with departments to develop and improve business processes; works with departments to design and maintain secure document routing and archival system; provides offsite support and technical advice; maintains confidentiality of information and data related to payroll, students, and staff; attends conferences, trainings, and meetings; performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described, equivalent to a bachelor's degree in Systems Administration, Computer Science, Information Technology, or related field from an accredited institution; experience working with business and operations-related applications required; experience in system administration preferred.

**Knowledge of**

Principles and methods of strategic planning and project management; principles of planning, analysis, and design of database software applications; Microsoft SQL, PostgreSQL, Windows, and Linux operating system; application, server, and storage architecture and configurations, including installation, maintenance, and troubleshooting; principles of technical project management and organization; applicable laws, rules, and regulations related to electronic record storage; standard office equipment, software applications, and videoconferencing platforms.

**Skill and Ability to**

Plan, analyze, design, implement and administer software application solutions; communicate effectively in both technical and nontechnical terms; read, interpret, and apply technical manuals and related documents; prepare clear and concise written communications and make oral presentations and facilitate user training; establish and maintain cooperative and effective working relationships with individuals from diverse backgrounds; research new technology, technical manuals, and guides to respond to questions and solve business and information system problems; prioritize requests, organize, schedule, and coordinate a variety of activities and projects; learn new software and adapt to changes in technology; maintain high level of attention to detail; work independently with minimal direction; exercise a high degree of judgment and utilize various strategies; establish and maintain cooperative and effective working relationships with individuals from diverse backgrounds; establish and maintain cooperative working relationships with those contacted during the course of work.

**Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission on 2/13/2024