



## Job Description

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<b>Job Title:</b>	System Administrator II	<b>Grade:</b>	N
<b>Department:</b>	Administrative Information Services	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Primarily reviews, analyzes, and evaluates business systems and user needs, and provide recommendations.

### **Characteristic Duties and Responsibilities:**

1. Maintain ERP systems and availability in compliance with state IT audit standards.
2. Provides reporting solutions for ERP data.
3. Plans and coordinates Information Systems technology projects as requested.
4. Provide communications with regards to future developments, projects, and/or solutions from ITS.
5. Ensures the availability of online self services for students, faculty and staff (WebAdvisor).
6. Works with data owners to secure ERP data and to determine appropriate levels of access for users. Coordinate annual audit of ERP access.
7. Evaluate potential third-party solutions.
8. Performs as senior level programmer analyst as operations require.
9. Ensures PCI compliance for ERP e-commerce solutions.
10. Maintain IT Governance standards for software customization and updates.
11. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Executive Director, Administrative Information Services

**Direction Given:** Leading, coordinating and monitoring work of other employees who perform same type of work as this position



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### **Minimum Requirements:**

Associate's Degree from a regionally accredited institution and 4 years of related job experience which includes community college operations, ERP System Administration, and developing queries and reports.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Demonstrated knowledge of the Unix operating system; Unidata proficiency is desired

Demonstrated knowledge of SQL and Java Script

Ability to analyze and problem solve

Proven ability to handle sensitive information

Ability to communicate effectively in a college environment

### **Working Conditions:**

Typical office environment