

Class Title: Fiscal Systems Administrator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Administers the Financial Information Systems functions of the City that are controlled by the Department of Finance. Develops and implements innovative technological strategies within the Department of Finance to enhance performance and efficient operations of the Financial Information Systems of the City. Provides guidance to the Department of Information Technology’s staff in support, upgrades, and implementation of hardware and software in the City’s departments. Works directly with the Fiscal Systems Manager and concentrates more on the functional aspects of the Financial Information Systems. Manages and supervises the work of the Fiscal Systems Analyst. Manages, coordinates, and directs the operations of integrated technological systems that are required to support the efforts of all departments of the City. Leads and/or participates in strategic planning groups.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 S	Administers the Financial Information Systems functions of the City that are controlled by the Department of Finance, specifically the user functionality of the Systems. Provides leadership for the implementation of innovative technological strategies within the Department of Finance to enhance performance and efficient operations of the Financial Information Systems of the City. Manages financial and technological systems by installing, testing, upgrading and evaluating the system, writing and upgrading documentation for software, verifying the accuracy and consistency of data, reviewing policies and procedures for compliance with new accounting standards, and consulting with Information Technology to coordinate telecommunications software and hardware.
2 S	Leads and/or participates in strategic planning by designing, developing, and scheduling the installation of systems and associated software, attending technology seminars and training sessions to monitor industry standards, and negotiating maintenance agreements with vendors to provide support for hardware components.
3 L	Manages the preparation and distribution of financial reports and informational queries by generating reports on demand for research and analysis, reviewing the generation of reports to eliminate wastefulness, producing financial system query reports, and exporting data to Microsoft Suite Office Products, Excel spreadsheets, and access databases.
4 S	Develops plans to ensure proper implementation of and compliance with City policies and procedures as it applies to all internal City Financial Systems. Develops and refines performance measures for productivity, efficiency, and effectiveness by performing process analysis and re-engineering processes.
5 S	Works directly with the Fiscal Systems Manager and concentrates more on the functional aspects of the Financial Information Systems to develop and provide training, problem resolution, and user functional enhancements.

Physical Strength Code		ESSENTIAL FUNCTIONS
6	S	Works directly with the Fiscal Systems Manager to ensures proper installation, sets up, maintenance, and configuration of numerous third party software used to print payroll, accounts payable checks, and direct deposit special forms.
7	S	Manages and administers training and development by scheduling and coordinating user training classes, and purchasing and installing computer based training classes. Reviews documentation to ensure Best Business Methodologies are being incorporated.

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general finance or Finance Information Systems professional or technical field. Knowledge is normally acquired through at least four years of college resulting in a Bachelor's degree or equivalent. Graduate or professional advance work in finance or Finance Information Systems is desirable.
Experience	At least five years' experience in Finance, with progressive System Administrator or Technology Manager experience
Certifications and Other Requirements	N/A
Reading	Work requires broad knowledge in a general finance or Financial Information Systems professional or technical field. Must possess the ability to read and comprehend technical journals and system documentation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, college level business math, and knowledge of accounting. Thorough understanding of developing formulas in a spreadsheet is also required.
Writing	Work requires the ability to write status and special project reports, requests for proposals, contracts, and memos.
Managerial/Planning	Managerial responsibilities include supervising personnel, prioritizing project activities, setting goals and objectives, and establishing technical standards. Plans software upgrades to the financial system and hardware upgrades of microcomputers and other support equipment within Finance. Direct and schedules system acceptance testing of all Financial Application Software.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations. Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size. Oversees budget preparation of bureau budget. Reviews and approves expenditures of significant budgeted funds for the bureau or does research and prepares recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Supervise a Fiscal Systems Analyst in managing and monitoring work performance by directing subordinate supervisors or administrators, overseeing work quality, training, instructing, scheduling work, software development, problem resolution, and user functional enhancements.
Complexity	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers, or temporary employees. Work requires making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments as needed.

CLASS REQUIREMENTS	
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Teaching classes, consulting with clients
Sitting	F	Computer, desk work
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	F	Computers, audiovisual equipment, software
Carrying	F	Computers, audiovisual equipment, software
Pushing/Pulling	O	Carts with computer equipment
Reaching	O	Installing components, cable connections, and computers
Handling	F	Computers, audiovisual equipment, software
Fine Dexterity	F	Computer keyboard, installing components
Kneeling	F	Installing network cable connections
Crouching	F	Installing network cable connections
Crawling	O	Installing network cable connections
Bending	F	Installing network cable connections, lifting computers
Twisting	F	Installing network cable connections, lifting computers
Climbing	O	Stairs
Balancing	O	On stairs
Vision	F	Computer, desk work, reading, installing components and connections
Hearing	F	Staff, clients, supervisors
Talking	F	Staff, clients, supervisors
Foot Controls	F	
Other (specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Microcomputers, laser printers, fax machines, copiers, flat bed scanner, digital presentation projector, Poloycom Analog Conference Telephones, Laptop computers, Digital Scanners, Microsoft Windows and Office Suite Software, calculators. Applications including: Advantage Financial System, PeopleSoft Payroll/HR System, Secure 32, Adobe Suites, Laserfiche, EFT software, Engagement software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)