



Business Systems Administrator

Management Range: I 5

Board Approved: 06/08/2023

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general direction of an appropriate administrator, plans, manages, and coordinates the District's financial system, website, and web applications; manages application planning, design, troubleshooting, and ongoing maintenance of designated systems; manages project plans, oversees, and performs complex business and systems analyses; collaborates with administrators, managers, and Information Technology staff to ensure development of system capabilities to achieve operational and service strategies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees complex functional analyses across multiple departments, including mapping, modeling, testing, and resolving issues related to designated systems. Utilizes in-depth functional analysis to evaluate third-party software and ensure it meets organizational needs; collaborates with staff and IT to ensure development of system capabilities to achieve operational and service strategies.
2. Manages a team of web developers and oversees projects to ensure efficient and effective completion.
3. Maintains relationships with clients and stakeholders; plans and oversees website development projects; monitors system performance.
4. Consults cross-divisionally, develops process modifications and strategic solutions; analyzes business mandates and proposes policies and project direction.
5. Analyzes and evaluates system upgrades, tests new releases, and reviews vendor documentation to identify processes and assess integration issues.
6. Maintains security and confidentiality of data, and monitors system security and access; sets up user security profiles.
7. Establishes and integrates data connections between financial systems and regulatory bodies.
8. Provides technical support and expertise for assigned applications; troubleshoots and resolves application or database problems; reviews and analyzes system problems including system documentation and production output, to identify solutions; recommend changes as needed; confers with vendors to solve complex procedural, operational, and technical problems.
9. Interacts, coordinates, communicates, and serves as liaison between IT, business areas, and external vendors.
10. Participates in IT audits of information systems, data, networks, and IT security.
11. Develops documentation and provides training to district-side staff; develops procedures and user manuals.
12. Contributes to the development of strategic, long-range enterprise resource planning system acquisition and implementation.



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13. Develops plans and strategies, including capital budgets, for hardware and software systems appropriate for the District's current needs.
14. Manages the development and implementation of the District's technology systems, including selecting the appropriate technology and overseeing the customization and integration of systems.
15. Provides supervision and evaluation of staff as needed.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, techniques, and application of system development, design, database, and programming that are applicable in the course of ERP system implementation and maintenance.
- Principles and practices of administration, supervision, training, and performance evaluation.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan and organize all functions related to the designated systems that produces effective and efficient results.
- Work independently and exercise sound judgement in identifying and resolving system issues.
- Develop cooperative working relationships in a highly diverse environment.
- Manage a complex information technology organization.
- Communicate effectively both orally and in writing.
- Develop and administer policies and procedures.
- Oversee, direct, and coordinate the work of lower-level staff.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to campus technology functions and operations.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A Bachelor's degree from an accredited college or university with major coursework in computer science, management information systems, or a related field of Completion of sixty



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(60) unities from an accredited college or university and at least four (4) years of experience in programming, modern technology, and systems analysis can be used in the absence of a bachelor's degree.

Required Experience:

- Four (4) years of increasingly responsible experience in programming, modern technology, and systems analysis.
- Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning and disabilities.

Certificate, License or Registration:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and proof of a good driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Employees work in an office environment that is exposed to loud noise levels, cold temperatures, dust and allergens. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures. This is primarily a sedentary office classification although standing and walking between work areas may be required.

Physical: Most possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate stand office equipment. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.