

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Data Systems Assistant Administrator</i>	<b>DIVISION:</b> <i>Finance &amp; Administration</i>	<b>DEPARTMENT:</b> <i>Information Technology</i>
<b>WORKING TITLE:</b> <i>Assistant Director of IT</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>736000 Data Syst Mgr 3</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>64134</i>	<b>PCN:</b> <b>PAY RANGE: 30</b>	<b>REVISION DATE:</b> <i>11/2019</i>
<b>EQUIPMENT USED:</b>  <i>Telephone/conference call equipment computer/monitors calculator printer scanner fax machine copying machine automobile</i>		
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b>  -Completion of undergraduate core coursework in computer science, or completion of undergraduate core coursework in relevant academic major which included at least one courses in each of the following: <ol style="list-style-type: none"> <li>1) Advanced-level computer programming language (for example, COBOL, Delphi, Java, Visual Basic, PI 1, SAS PCS, Full Visual Suite, Designer 2000, Developer 2000, C, C++, C# Visual C, ECL, Visual Studio Power BI, nVision layout and drill down, data cube development,).</li> <li>2) Logic-based mathematics</li> <li>3) Data base concepts (for example, Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2, Cache, DMS, or RDMS),</li> <li>4) Computer systems analysis &amp; design, &amp;</li> <li>5) Basic data processing concepts;</li> <li>6) 2 courses or 6 mos. exp in budgeting</li> </ol> -7 1/2 years (90 mos.) experience as described in job duties below -2 yrs experience in Project management functions as defined in job series purpose of state specifications. (Series 6413 Data Systems Management).  Note: Associate degree in one named or comparable academic majors may be substituted for required undergraduate core coursework.  -Or 8 yrs. exp. commensurate with job duties to be performed & knowledges & skills required as outlined in position description below; 2 yrs. supervisory or project management exp.; 2 courses or 6 mos. exp. in budgeting.  -Or equivalent of Minimum Class Qualifications for Employment noted above.		
<b>PREFERRED:</b> Bachelor's Degree in computer science with emphasis in multiple technology domains. Five years of work experience using ITIL Incident and problems resolution, data warehouse and CISCO networking. Five years of maintaining CISCO environments. Obtain and maintain CISCO, Microsoft and OnBase certifications. Two yrs. exp. in network architecture, related to creation or Active Directory integrations, selection and usage or equivalent; excellent written communication and presentation skills; strong interpersonal skills; proficient in database principles. Five years' experience in IT Management.		

**PURPOSE:**

The Employee functions as the assistant to the IT director and is an IT leader for the Management team. Supports and drives the technical work for completion of projects as well as production support. This role serves as and partner with the IT director and innovator, guiding agency roadmaps and future efforts including, but not limited to, architecture, governance and change control, IT security, systems update and maintenance. The Employee also completes change control code reviews for the technical staff and ensures all CCR follow the ITIL risk mitigations processes. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships valuing partnerships.

**JOB DUTIES:**

REMOVED

80%

Validates the IT Data Architects Enterprise Artifacts where there are impacts to IT artifacts including policies, position papers, standards, procedures and best practices. Ensure the oversight of the Infrastructure manager or supervisors to ensure all new and existing systems are well documented. Assists the IT Director in leading and endorsing the agency wide initiatives in network architecture, application development, database administration and enterprise solutions. Develop expertise in ITIL, networking, risk mitigations and project management methodologies for you and your team. Works with the IT Director and senior technical staff to design both hardware and software solutions that meets the agency's requirements. Assists with the IT best practices for optimal performance of the infrastructure and provides structure for adhering to ITIL standards. Coordinate and assists with planning the agency IT road maps and budgets. Ensures all enterprise systems are in an optimal working condition, security patch updates, storage growth rates assessed, monitored, and budget impacts are projected. Takes initiatives for chartering projects for any server or application within the FCCS domain which is not meeting the annually defined operating levels, AD authentication or reporting strategy or security framework. Oversees the IT architect manager's data mapping solution to ensure these are consistent access across all agency systems. Oversee the IT management team with all levels of communication and provide guidance when the director otherwise occupied. Provides and vets research for application development, database administration and enterprise solutions. Works to improve leadership capabilities within the IT department.

15%

*Develops and provides IT environmental documentation. Assists in the troubleshooting of "IT Service Desk" calls as it pertains to networking and software problems; consults with users on possible solutions. Participates in staff development/training, as directed. Participates in conferences and other department/agency meetings as requested; completes other administrative tasks.*

*Performs other related duties as assigned*

5%

**\*Position is in an on-call rotation and subject to call-in during non-working hours (24/7) as necessary.**  
**\*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

List no. of positions and Class Titles of positions supervised

- (1) Information Technology Supervisor 1
- (1) Information Technology Manager 1

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Signature of Agency Representative

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Date