SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: APPLICATION SYSTEMS ADMINISTRATOR- FINANCE SERVICES

GENERAL DESCRIPTION OF DUTIES

Under limited direction, the purpose of this position is to perform technical, professional work focused on planning, management and coordination of Finance Department automation efforts. This includes analyzing, designing, implementing and maintaining enterprise software systems. The incumbent analyzes, evaluates, and recommends technical solutions to problems and participates in implementing and providing technical support for Finance business applications. Additional duties may include user training, documentation, procedures, and report preparation. Computer system application responsibilities include Advantage Financials, Axia, PeopleSoft, Imaging/Document Management, Desktop Applications, SharePoint/Web applications. This position operates in an office setting Monday through Friday; however, occasional evening, holiday and weekend hours are required for critical system support and for technical emergencies. This will require reporting to the office or accessing the systems remotely depending on business need.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Maintains and modifies enterprise software systems to support user needs; analyzes user requirements and defines specifications; plans, recommends, develops, tests and implements solutions and enhancements

Serves as a technical resource to system users, providing assistance and support of various enterprise software systems; troubleshoots and/or resolves questions and problems

Consults with management and staff to identify business needs and evaluate system impact; analyzes existing processes or procedures; provides input and suggestions including refining business requirements and alternative approaches

Researches and performs/applies upgrades, bundles, patches and fixes to existing hardware and software applications; monitors applications for efficiency and performance

Defines, creates, modifies and tests electronic interfaces between applications and/or systems

Plans and assists in implementation and enforcement of applicable security policies; documents and reports violations

Creates and maintains user accounts; assigns applications to users while being mindful of and informing management of licensing requirements for the software requested
Implements systems/processes to ensure appropriate security, data integrity and back-ups

Performs systems research, logic designs and minor programming; prepares system flow diagrams; develops record layouts; designs forms and specifications; develops system procedures; prepares computer programs; designs system enhancements

Reviews change and enhancement requests and works with stakeholders to determine and assign priorities
Provide planning, management and budgets for computer related projects

Produces and executes unit test plans and test scripts; analyzes output, and ensures modifications are made as necessary to meet objectives

Conducts project planning and implementation; monitors status of projects in relation to projected timetable; estimates timetable and presents project status updates to management; identifies problem trends and areas for improvement

Evaluates new technologies and methods in relation to existing systems; develops recommendations, based on best business practices that provide alternatives, costs and time frames; presents findings and recommendations to management

Monitors system and user performances and recommends changes to improve efficiency

Communicates with supervisor, employees, other departments, customers/users, technical personnel, vendors, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Maintains a working knowledge of a variety of computer operating systems and software programs associated with work activities, which may include word processing, spreadsheet, database, report generation, desktop publishing, presentation, communications, diagnostic, utilities, Internet, and email; maintains working knowledge of computer programs utilized by various Clerk & Comptroller and County departments performing Comptroller-related activities

Maintains an awareness of new products, technologies, trends, and advances in the profession; reads professional manuals and publications to increase knowledge of computer operations; attends internal user group meetings, conferences, workshops, and training sessions as appropriate

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Information Technology, Computer Science, Business Analysis, Accounting or related field, supplemented by four (4) years of experience with application administration/management experience of ERP systems such as Advantage Financials. Strong written and oral communication skills, supervisory or leadership experience along with experience and working knowledge of AXIA, Microsoft Access & Excel Macros, VBA scripts, Oracle, PL/SQL, and reporting tools such as Crystal\SSRS strongly preferred.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. ☐ Yes ☐ No

I would like to request a reasonable accommodation. ☐ Yes ☐ No
**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

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Employee Signature Date

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Printed Name Department