

CLASS TITLE: ENTERPRISE BUSINESS ADMINISTRATOR II

PURPOSE OF THE CLASSIFICATION: Under direction performs technical and administrative work in a specialized applications/systems environment, involving technical analysis, evaluation, design, maintenance, support, training and performance monitoring of various systems and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, analyzes, evaluates, configures and maintains relevant applications and system related files, and information interface with other City departments and outside agencies
- Performs a variety of technical system tasks associated with the development and maintenance of specific systems and the generation of specialized reports
- Evaluates, recommends, and coordinates implementation of the system as well as functional modifications and/or enhancements to existing processes and assists in the development of new processes that impact business requirements for the relevant system
- Assists in the management of security requirements, user roles, permissions and workflows for assigned systems environments in accordance with City's policies
- Ensures accurate system documentation, coordinating and/or performing modification testing and develops, provides and/or coordinates training, educational tools and materials
- Analyzes technical responsibilities of users to ensure effective systems support for operational needs
- Assists in the development of policy and procedures for system and user operation to maintain operational compliance
- Audits systems and prepares specifications for scheduled reports to support all City department and customer service objectives.
- Provides end user training of specific processes or application systems
- Researches, plans and implements procedures to maximize productivity of applications/systems
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in management information services, mathematics, statistics, business administration or accounting, including or supplemented by advanced coursework in computer sciences, and four (4) years' experience in accounting or systems analysis and design; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of business and systems methodologies; comprehensive knowledge of methods, procedures and techniques used in systems analysis and design and programming; considerable knowledge of accounting, statistics, and modern business methods, principles, and practices; knowledge of the City's revenue/expenses; and knowledge of business process re-engineering concepts and methods. Ability to lead, facilitate and organize with proven project management, leadership, interpersonal and motivational skills; ability to understand and formulate sound concepts governing relational database structures, utilize reporting/query tools and construct SQL statements; ability to work independently and recommend solutions to complex programming problems; ability to effectively communicate both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, handling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: None.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require travel to various City locations. Required to be on-call after business hours as necessary to maintain effective support of assigned system.

Class Code: 3017

EEO Code: E-02

Pay Code: EX-40

Group: Clerical and Administrative

Series: Data Processing and Information

Effective Date: December 3, 2018