



Office of Human Resources
IT Administrator I - CI2336
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General Statement of Duties

Performs a variety of specific administrative activities/projects of limited scope in a specialized, functional area which requires a thorough foundation in the principles and practices of the functional area in order to maintain and improve the efficiency and effectiveness of the function and provide supportive, interpretive, and advisory information to higher level administrators, managers, and/or other stakeholders.

Distinguishing Characteristics

Administrator Definitions

Administrators are individual contributors, internal consultants, and technical experts within a specialized functional area of the organization and provide administrative and strategic direction to department and agency leaders.

Administrators solve complex business issues, design systems, establish policies and procedures, and implementing guidelines, rules, and regulations that are critical and directly impact the ongoing operations of a functional area.

Administrators may perform supervision or lead work of support positions within the functional area; however, these duties are not the primary focus of administration.

A functional area is a core component or major operational area within a business enterprise, such as accounting, finance, human resources, information technology, legal services, and operations.

Administrator Levels

The Administrator I focuses on division-level responsibilities and may have some department/agency-wide responsibilities within a defined scope. This classification typically reports to a manager or higher-level position within management.

The Administrator II focuses on department/agency-wide responsibilities and may have some citywide responsibilities within a defined scope. This classification typically reports to a director or higher-level positions within management.

The Administrator III focuses on citywide responsibilities or department/agency-wide responsibilities with citywide impacts or implications. Citywide impact is defined as directing and having direct oversight of activities within external departments and agencies within the city, which is not external to the city. This classification typically reports to an executive-level position or an appointing authority.

Essential Duties

Performs a variety of specific administrative activities/projects, participates in the development of long range and short term planning initiatives for the functional area, and serves as a liaison with other departmental officials, community groups, and/or other units.

Acts as a technical expert in a functional area, provides consultative and technical guidance to managers and/or other officials/stakeholders, and handles sensitive and/or confidential issues, complaints, and/or inquires.

Participates in the formation of operating policies and procedures, provides advice and interpretative information pertaining to policies and procedures, evaluates proposed changes to policies and procedures including the merit and overall impact of changes to the functional area, and makes recommendations.

Conducts studies and/or research projects within the scope of the functional area, prepares comprehensive reports that reflect findings and conclusions, recommends feasible solutions in areas that require attention or change, and implements approved recommendations.

Implements procedures for evaluating effectiveness of the functional area, ensures compliance with applicable laws, regulations, and policies, and assists in establishing processes and controls to ensure compliance.

By position, assists in the development and processing of contracts including participating in drafting RFP for contracts, evaluating proposals, and administering contracts for compliance and expenditures.

By position, assists in the development and implementation of the budget and approves expenditures.

By position, performs some or all of the elements of supervision or lead work including work planning, instruction, and review, handling grievances and disciplinary actions, hiring and dismissing employees, and evaluating employee performance.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

Level of Supervision Exercised

By position, performs lead work or supervises employees within the functional area.

Education Requirement

Bachelor's Degree in Business Administration or a related field based on a specific position(s).

Experience Requirement

Three (3) years of technical or administrative experience performing research and evaluation OR three years of experience performing technical and administrative duties within the related functional area. (Some positions may require experience in a specific area)

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-14

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 7/30/2023

Revised By: JH

Class History: 9/25/21- Revised distinguishing characteristics.

7/30/2023 – Revised licensure & certification and background check requirements.