



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Systems Engineer II-Project Administrator	DEPARTMENT: Information Technology
IMMEDIATE SUPERVISOR: Chief Technology Officer	GRADE/RANK: 19
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

The Systems Engineer II-Project Administrator is responsible for development and implementation of corporate application architectures. Collaborates with departments, vendors and management to improve processes. Serves as a general architect and integrator for projects. Strong working knowledge of Microsoft Windows operating systems, hardware technology and networking needed for cross-platform integration.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- **Applications Maintenance – 30%**
Analyzes, designs, develops, tests and implements any required enhancement or updates to existing systems. Assesses issues related to data integrity, performance of systems and migration of applications. Primary technical interface with application vendors.
- **System Planning – 20%**
Coordinates the development, implementation and support of applications in a server environment. Leads in the investigation, design and standardization of application configurations for project and enterprise use. Develops and implements systems testing plans for new technology integration projects.

- **User Support and Coordination – 25%**
Provides support for users relating to developed applications and their use. Serves as an information source for the user community. Coordinates with users, vendors and IT team to complete tasks. Schedules and coordinates application training opportunities.
- **Development – 15%**
Develops and programs systems and interfaces between systems. Develops and maintains documentation of systems topology and routine systems administration, maintenance and security procedures. Coordinates systems technology projects with other IT team members, City staff and outside vendors to complete required project tasks. Develops reports and web pages or applications as needed.
- **Management Reporting – 10%**
Provides accurate estimates of time and effort for assigned tasks. Creates and follows schedules for all tasks keeping management aware of progress, slippage and any external impacts and;
- **Performs related tasks as assigned by Chief Technology Officer.**

KNOWLEDGE, SKILLS AND ABILITIES:

Application management experience in a Windows Server and Microsoft SQL server environment. Knowledge of web server platforms strongly desired. Ability to lead application development teams in applying new technologies, skills and approaches to satisfy business needs, and to handle commitment to deadlines and function without direct supervision, excellent oral and written communication skills, and strong organizational and time management skills. Clear understanding of the City's business practices, excellent technical writing skills and superb analytical and conceptual skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

A four-year degree in an appropriate discipline or equivalent experience is required. A minimum of five-years of experience in technology engineering and analysis, including multi-platform, integrated database systems, web/intranets and networking. Prefer at least three years in a project leadership position.

SPECIAL REQUIREMENTS:

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a good driving record.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work is mostly performed in an office environment. The noise level is usually quiet, but may be moderately noisy when working closely with physical servers. The work environment is usually well lit. The atmosphere in the work environment is manually adjusted for climate control. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input and the operation of equipment. The employee is occasionally required to use

hands to finger, handle, feel or operate objects, tools, or controls, and reach with arms and hands. The incumbent may occasionally perform field work in the form of field checking or data collection. The incumbent is occasionally required to walk, stoop, crawl, and climb. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisor responsibility.

EXAMPLES OF EXPECTED DECISION MAKING:

- **Fundamental accountability**
The incumbent is responsible for management of activities relating to assigned projects, including project scheduling, management of all group tasks and coordination with other internal and external groups. The incumbent is also accountable for meeting defined deliverables in department/group project schedules.
- **Types of Decisions**
The incumbent is required to perform analysis, development and implementation of applications for the improvement and integrity of the enterprise-computing environment or to allow for additional functionality. The incumbent will frequently make decisions that significantly impact enterprise computing environments.
- **Extent of Procedural Restrictions**
The incumbent is responsible for the management, implementation and supportability of large-scale systems technology projects.

This job description in no way states or implies that these are the only duties performed by this employee. The Systems Engineer II-Project Administrator will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job is evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief Technology Officer and Chief Human Resources Officer

Revised Date: 2019