SNOHOMISH COUNTY JOB DESCRIPTION

SYSTEMS ADMINISTRATOR - TREASURER

Spec No. 3299

BASIC FUNCTION

To provide technical applications, advice, direction and assistance to the Treasurer's Office for computer software evaluation, selection, operation and maintenance to support Cash Flow Analysis.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, monitors and supervises system programs to ensure the security and accuracy of the computerized process; maintains detailed records; arranges and supervises the preparation and distribution of a variety of related reports; ensures the operational efficiency and accommodation of new systems and integration of technologies as they become available.

2. Requests, stages, and/or runs computer production and batch jobs as necessary in accordance with required timelines and requests such as the Tax Bill File.

3. Arranges and assists with the mass print statement runs each year; verifies software and input are correct; works with DIS and vendors when appropriate to ensure maximum efficiency and compliance with statement production processes; completes and/or assists with any bids associated with assignment.

4. Works in partnership with DIS to install and maintain computer applications for the Treasurer's Office; provides integration, interfaces and enhancements and problems solves existing applications; maintains detailed records documenting accuracy of all systems.

5. Participates in planning for operations, procedures, and standards of the Treasurer's Office; evaluates systems for efficiency and potential cost savings enhancements.

6. Serves as liaison with DIS and outside vendors as needed; recommends new programs and modifications to existing programs as necessary; advises management about availability of new technology.

7. Writes in-house workflow charts, procedural manuals, and training aids and instructs personnel of computer functions; maintains detailed documentation for computer applications that are not vendor developed; coordinates staff education as needed.

8. Ensures adherence to long-range data processing plans; recommends, coordinates and supervises the implementation of long-range plans to provide for seamless integration.

9. Assists with acquisition processes such as requests for proposal and/or requests for information for data processing applications as required; conducts needs assessment, planning and coordination of acquisition and installation of new hardware and/or software and supplies as needed; administers initial and on-going registration of hardware and software with vendors and DIS.

10. Assists with Budget preparation and bid specifications as required.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Acts as PC Coordinator for office; maintains microcomputer systems, writes software utilities as necessary using software supported by DIS and Treasurer's Office; maintains hardware and software inventory.

12. Develops, coordinates and maintains Banking Inventory database subsystems where needed.

13. Works in partnership with DIS to maintain department web page information.

STATEMENT OF OTHER JOB DUTIES

14. Performs special projects as assigned.

15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in data processing or closely related field; AND, three (3) years of data processing experience; OR, any equivalent combination of training and/or experience that provide the required knowledge, and abilities. Experience with Treasurer's Billing System, and property tax collection function is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State driver's license may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- state property tax billing and collection law;
- microcomputer and mainframe data processing software programs and applications;
- general banking laws and rules related to banking account management.
- Access data base for report writing and queries.

Ability to:

- analyze software applications to facilitate office processes;
- instruct others in the use of computer software;
- operate computer equipment and software programs;
- design software utilities and databases using Access and other tools;
- write custom reports from databases;
- research and stay current on technology supportive to office;
- communicate effectively both orally and in writing with all technical and non-technical staff;

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<u>KNOWLEDGE AND ABILITIES</u> (continued)

Ability to:

- establish and maintain effective working relationships with superiors, peers, associates, elected officials, and the general public;
- understand and execute complex oral and written instructions;
- effectively write and maintain accurate, consistent documentation and procedural manuals for all subsystems.

<u>SUPERVISION</u>

Employees in this class receive direction from the Treasurer and Chief Deputy and have wide latitude in dealing with technical aspects of the work. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices.

<u>WORKING CONDITIONS</u>

The work is performed in the usual office environment. The employee may be required to work evenings, weekend and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Class Established: October 2001
EEO Category: 2 – Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous