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

ESSENTIAL TASKS:
- Plans, analyzes, evaluates, configures and maintains relevant applications and system related files, and information interface with system users that are both internal to the city and external contractors and vendors
- Performs a variety of technical system tasks associated with the development and maintenance of specific systems and the generation of specialized reports both internal to the software and using external systems such as Power BI
- Evaluates, recommends, and coordinates implementation of the system as well as functional modifications and/ or enhancements to existing processes and assists in development of new process that impact business requirements for the relevant system
- Assists in management of 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
- Assists in development of policy and procedures for system and user operation to maintain operational compliance
- Provides end user training of specific processes or application systems
- Researches, plan and implements procedures to maximize productivity of applications/ systems
- Analyze the information with the systems to provide insight into operational opportunities
- Reports 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: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

> (a) Graduation from an accredited college or university with a bachelor's degree in science, technology, engineering, math, computer science, statistics, finance and/or accounting; **including,**
> (b) Four (4) years' experience in construction, project management, engineering, computer science, or finance.

Knowledge, Abilities and Skills:

Knowledge of:
- Comprehensive knowledge of business and project management methodologies
- Comprehensive knowledge of methods, procedures and techniques used in
- Understanding of construction practices

Ability to:
- Lead, facilitate and organize with proven project management, leadership, interpersonal and motivational skills
- Work independently and recommend solutions to complex software problems
- Effectively communicate both verbally and in writing
- 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, 10-key, and telephone; occasionally lifting or carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending kneeling, handling, climbing, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
      a) Possession of a valid class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-02
Group: Clerical and Administrative
Series: Data Processing and Information Services