

## APPLICATION SYSTEMS ADMINISTRATOR

**Opening Date:** July 24, 2016

**Salary Range:** \$5189-6314/month

**Closing Date:** open until filled

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### **NATURE OF POSITION**

Administer, monitor, operate and report on the advanced metering infrastructure (AMI), computerized maintenance management systems (CMMS) and other applications used in the City's Public Works Department. Build models using system data to forecast resource and workload needs; report on financial trends and operational effectiveness. Work supports the City's Public Works department.

### **SUPERVISION RECEIVED**

Supervision is provided by the Technology Services Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:  
**Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
2. Administers the full lifecycle of enterprise class applications, including system requirement upgrades, training and scripting.
3. Perform detailed analysis and prepare comprehensive reports to support business operations for the Public Works Department.
4. Responsible for implementation and administration of AMI and CMMS systems, including programming, hardware, radios and data collection.
5. Coordinates with the GIS division in order to develop the database relationship between the CMMS and AMI systems.
6. Track, maintain and analyze data to provide current information and reports on AMI, CMMS and meter operations.
7. Monitor leak detection and backflow reports to provide cross connection control/FOG staff with list of required information for follow-up investigation.
8. Assist in gathering information to report needs for both internal and external use (committee reports, benchmarking surveys, annual reports, etc.).
9. Develop and prepare data queries using a variety of reporting interfaces, tools and applications.
10. Implement, monitor, and analyze reports for the irrigation conservation program and for high consumer commercial/industrial customers; report identified high or low water consumption for further evaluation.
11. Provide technical support in planning of new database systems including hardware, operating systems, licensing and storage requirements.
12. Implement client-server users and applications; implement and use relational databases.
13. Enforce data quality standards and perform quality control checks.
14. Evaluate and recommend improvements in operations, systems, procedures, policies and methods.
15. Provide consumption, billing and conservation support to the public in compliance with the Public Records Act.
16. Programs residential meters/radios.
17. Conduct training on department specific software and database applications. Create training aids and instructional documentation.
18. Create and maintain database for monthly Cross Connection Control Survey schedule.

19. Maintains strict confidentiality in management of computerized maintenance systems, client-user databases and financial information.
20. Assist in presenting materials generated by the department to City elected officials, the public, and other City personnel.
21. Develop, implement, evaluate or lead projects and initiatives as required.
22. Manage vendor relationships. Report bugs and systemic issues on behalf of front end users. Act as lead for deployment related issues and collaborates with various internal resources and managers where applicable.

#### **OTHER JOB FUNCTIONS**

1. Demonstrate punctual, regular and reliable attendance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher level management; participate in training, meetings, and participate on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency in Microsoft Office software, SQL databases, computerized maintenance management software and CRM applications.
- Principles and techniques of data analysis, GIS, database design and reporting using SQL.
- Current understanding of database security best practices and design principals; relational databases and tools used to manipulate stored data and produce reports.
- Communicate effectively both orally and in writing; present ideas and concepts clearly and concisely; ability to explain data and technology processing requirements to users in non-technical and understandable terms.
- Proficient with modern office practices and procedures.
- Proficient with contemporary research techniques and resources; data analysis, reporting and presentation methods.
- Ability to read, interpret, apply and explain codes, rules and regulations, policies and procedures; City and department organization, operations, policies and objectives.
- Ability to handle routine and emergency situations with speed and accuracy.

#### **TOOLS AND EQUIPMENT USED**

Operate business and office machines including multi-line telephone system, personal computers, copiers, scanners, FAX machine, and calculators.

#### **PHYSICAL DEMANDS**

Sitting and standing for extended periods of time; seeing, hearing and speaking to exchange information; repetitive hand movements; intermittently stand, walk, kneel down, stoop, bend at the waist and lift up to 20 pounds. Type, transcribe materials and operate office equipment.

**WORK ENVIRONMENT**

Work is primarily performed in an office environment where noise, frequent interruptions and lack of private work space may be present. Some assignments require sitting for extended periods of time. Work environment periodically has associated pressures from stringent workload deadlines and schedules. Occasional outdoor work environments with exposure to seasonal conditions and inclement weather, including driving a vehicle to conduct work in all weather conditions. Work may be performed around and within the proximity of moving objects including vehicles and related traffic hazards.

**REQUIRED MINIMUM QUALIFICATIONS**

Bachelor's Degree in Computer Science, Management Information Systems, or other related field or five (5) years progressively related experience in implementing enterprise applications with a high level of experience in data analysis and reporting; or equivalent combination of education and experience. Valid State driver's license and proof of good driving record.

**DESIRED QUALIFICATIONS**

Knowledge of programs/databases including Sensus Analytics, Tokay, Inframap, CMMS and CRM programs, and Geographic Information Systems (GIS). Knowledge of Radio Frequencies (RF) and FCC regulations. Bilingual in Spanish.

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**APPLICATION AND SELECTION PROCEDURE:**

A completed City application and resume are required to apply. Applications may be found on the Human Resources page of the City of Walla Walla website: [wallawallawa.gov](http://wallawallawa.gov).

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries and may include a criminal background check and consumer report. The incumbent will serve a six-month trial service period. Completed application packages can be mailed to:

**CITY OF WALLA WALLA-HR  
15 N. Third Avenue  
Walla Walla, WA 99362**

Email to [hr@wallawallawa.gov](mailto:hr@wallawallawa.gov) or faxed to (509) 524-7935.

**REASONABLE ACCOMMODATION:** The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.***

***EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER  
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER,  
SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.***

***MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.***