| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 10/5/2023 | FA9931 | Application Systems Administrator | FA9985 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Information Technology Services | Enterprise Systems | IT3 | 15-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  AFT | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
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| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The Application Systems Administrator position provides the technical support for application software running on servers maintained by ITS. This includes the technical assessment of new application software prior to purchase, the installation, configuration, tuning, upgrades, problem resolution, and general ongoing technical support for the application and selected prerequisite software components on the server for the application to function properly. This person will also follow and implement ITS Information Security’s standards to ensure the software and server environment is secure and protected from unauthorized access. Generally, this work is accomplished via the participation in, and often the management of, projects which would include defining requirements; developing, implementing, and testing systems; resolving problems; and preparing related documentation. Other essential duties not listed may be assigned. The successful candidate in this position will champion the College’s diversity initiatives and promote diversity and inclusion. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 35 | 1 | Application software monitoring, tuning, and problem resolution. |
| 30 | 2 | Application software implementation, configuration, and upgrades. |
| 10 | 3 | Application server architecture oversight, planning, and security management, including coordination with server and application administrators in ITS. |
| 10 | 4 | New application software assessments (often via RFP process) and planning. |
| 10 | 5 | Research and stay current on emerging technology or solutions, and implement innovative solutions, to meet LCC’s needs |
| 5 | 6 | Provide technical assistance to ITS colleagues due to specialized knowledge; Perform on-call duties, as assigned |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| COMMUNICATION  1. Ensure that the Enterprise Systems team, including the Director, is kept abreast of all projects, tasks, and incidents  2. Communicate with college personnel and vendors to analyze the feasibility of new requests and / or to investigate problems experienced with current systems.  3. Effectively document meetings, discussions, decisions, and other project management artifacts  4. Communicate environment changes to appropriate campus population  5. Advanced verbal and written communication skills; strong technical writer  TEAMWORK  1. Embrace and leverage diversity  2. Work cooperatively in a team-centered environment  3. Represent ITS in cross-campus discussions and committees  4. Solicit input from team members and leadership to improve the quality and efficiency of solutions  5. Work with a diverse population of students and staff  PROJECT MANAGEMENT  1. When performing the role of a project leader, as assigned by the Director or team leader, manage and coordinate tasks across multiple teams to ensure successful completion of the project  2. Ensure all related project management artifacts you are responsible for are up to date and consistently maintained, in accordance with team’s policies and procedures  LEADERSHIP  1. Facilitate meetings and/or discussions as required  2. Mentor others in skill development in areas of expertise  3. Assume responsibility for all assigned tasks and prioritization without direct supervision  4. Make strategic and tactical decisions based on available information  5. Serve in rotation as backup point of contact for Director, as requested  TEAM LEAD ROLE (As assigned by Director)  1. Coordinate and assign team’s day-to-day responsibilities  2. Approve team’s time cards and vacation requests  3. Work with the other Enterprise Systems’ Team Leaders in advising the Director, as requested  BUDGET  1. Efficiently, effectively, and conservatively utilizes LCC resources at ones disposal  2. Assist leadership in identifying expenses that will impact current and future fiscal-year budgets  TECHNICAL / POSITION SPECIFIC EXPERIENCE  1. Utilizing strong critical thinking skills, analyze and define system specifications necessary to develop best-in-class IT solutions  2. Able to react in a timely and rational fashion to crisis situations  3. Stay current on relevant technology and learn new IT skills, as required, to remain successful in the position  4. Proficient in desktop productivity tools (e.g. Microsoft Office)  5. Experience in Enterprise Resource Planning (ERP) and integrated systems preferred  6. Knowledge in the following:  a. Oracle Technologies: PL/SQL, SQL  b. Database Technologies: Oracle, MS SQL Server, MySQL  c. Web Technologies: Standard and emerging, e.g. Java, JavaScript, HTML, XML/XSLT  7. Expert knowledge in the following:  a. UNIX command line  b. Scripting languages  c. Web Tier: Apache and IIS  d. App Tier: WebLogic and Tomcat |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**  Associate’s Degree or equivalent combination of education/certifications and relevant experience  Significant relevant Information Technology work experience  Demonstrated experience in the administration and integration of Enterprise-class systems  **Preferred**  Bachelor’s Degree in a related area  Minimum of 2 years of relevant Information Technology work experience |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Mark Tesone **Supervisor’s Signature:** \_Supervisor Signature, Mark Tesone\_\_\_\_\_\_\_\_ **Date:** \_\_10/5/2023\_\_\_

**Dean/ELT’s Name:** William Garlick III **Dean/ELT’s Signature:** \_\_ELT Signature, William Garlick III\_\_ **Date:** \_\_10/5/2023\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_Sydney Glasscoe\_\_\_\_\_\_ **Date:** \_10/5/2023\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9931 **Date:** **9/18/2023 Supervisor’s Position #:** FA9985

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises