

POSITION DESCRIPTION

POSITION TITLE:	SYSTEMS ADMINISTRATOR
DEPARTMENT:	Information Technology
REPORTS TO:	Manager, Information Technology
EMPLOYMENT STATUS:	Non-Exempt
POSITIONS SUPERVISED:	None

GENERAL SUMMARY:

Under general direction, performs system administration of key management applications to improve organizational efficiency and productivity. Works with the senior systems administrator on project design, status, and implementation. Acts as secondary liaison with system vendor counterparts to coordinate project schedules, perform user acceptance testing, and ensure integrity of client data. Generally, acts as backup to senior system administrator but may also work independently with other vendors and other project objectives.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. As assigned by management, works with senior system administrator and independently when directed on projects to oversee administrative services by coordinating system application design enhancements and changes.
2. Tests and analyzes results of new/modified computer system, ensuring designs match up with user approved design and established department standards.
3. Works with senior system administrator to review approved projects through phases of design, programming, testing, documentation, and implementation. Communicates the status of the computer system requests with project team members.

4. Serves as backup to senior system administrator to lead weekly inter-departmental project steering committee to update project status and gather information as to whether system is meeting organizational needs and functioning properly.
5. Provides guidance to other Information Technology staff and program users. Troubleshoots system difficulties encountered by other department/users.
6. Researches and investigates state-of-the-art software technology. Recommends to management most effective method(s) of providing service to computer users.
7. As project leader, communicates and reviews assigned project with team members, management, and department/users the status of the computer system request.
8. As a team member, implements internal/external user approved design as given by the project leader.
9. As assigned by management, reviews, oversees, and/or coordinates development, programming, testing, and implementation of MCC software managed by third party contractors.
10. Performs other tasks as directed by management.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Awareness and understanding of the Conference mission and the ability to carry out designated functions in the cultural context of the Conference.
2. Demonstrated ability to work with others and proficiency in oral and written communications.
3. Ability to comprehend complex HRIS systems and their connection to MCC's business operations.
4. Strong understanding of employee benefit packages and how to program HRIS systems to ensure participant eligibility for benefits.
5. General knowledge of organizational operations and policy.
6. Ability to meet deadlines, to concentrate and pay close attention to details. Also, ability to organize, prioritize, and work independently (offsite or onsite), as well as schedule and produce work in a timely manner.
7. High degree of flexibility in order to achieve organizational objectives and meet its demands/needs.

EDUCATION:

Bachelor’s degree. In-depth knowledge of HRIS management and connected billing processes. Extensive crossover knowledge of insurance systems (health, life, LTD, STD, etc.), risk management products, as well as pension systems. Strong understanding of how these systems interact and exchange information is a must.

APPROVALS:

_____	_____	_____
Incumbent	Title	Date
_____		_____
Manager, Information Technology		Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

DATE: August 2019

APPROVED:

REVISED: June 2021