

City of Fort Worth, Texas Job Description

Classification Title	IT Business Systems Coordinator		
Job Code:	PR1760	Job Family:	Professional
Pay Grade	708	Date Reviewed:	07/12/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Conducts business process analyses, needs assessments, system testing and implementation. Conducts preliminary cost/benefits analyses in an effort to align information technology solutions with City business initiatives; prepares functional, system and program specifications and requirements using project management tools; and performs a variety of administrative, professional, and technical tasks in support of assigned programs and operations within the City.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists senior management in understanding the business functions of each city department. Assists in creating a citywide technical map of all business initiatives from which to ground information and/or financial system strategy.
3. Conducts business process analyses, needs assessments and presents business projects. Completes and/or assists departments with business system requirements; prepares functional specifications; and presents preliminary business plans to support benefits achieved to compare against cost by analysis.
4. Serves as an Engagement Manager between assigned information systems division, city personnel and departments, and outside agencies; and assists city staff with various aspects of information systems.
5. Oversees and coordinates specialized computer information systems and programs, including network infrastructure, which may include accounting and financial aspects; coordinates network, midrange, mainframe, and personal computer interfacing and project plans; plans the distribution and interaction of hardware and software components; and writes and presents necessary project presentations as assigned.
6. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned information systems programs, methods and procedures; and works with

employees on the continuous improvement of information and financial-related systems and services.

7. Handles network, mainframe, midrange and personal computer interfaces and integration methods, including design, testing and layout, as assigned; and prepares detailed specifications of hardware and software components.
8. Assists in maintaining contracts with outside vendors, service and maintenance agencies for information systems equipment; manages outside contracts; and monitors work of contractual agencies.
9. Assesses departmental needs. Recommends equipment and software to purchase; recommends appropriate action to maintain current and up to date information and financial-related systems; and supervises, monitors and/or reconciles assigned systems.
10. Assists in providing effective training to city employees in preparation of business plans leading to Mayor & Council Communications requests and/or assigned software applications.
11. Maintains awareness of new developments in the field of information and/or financial technology; incorporates new developments as appropriate into programs; and recommends new equipment and software, as appropriate.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive information systems and services program.
- Various information systems, hardware and software capabilities relevant to assigned information systems and services division.
- Mainframe, midrange, personal computer, and information server integration and middleware functionality.
- Software principles, internal controls and transaction processing related to fiscal services.
- Financial Systems, including Purchasing, General Ledger, Accounts payable and Accounts Receivable.
- Internet and intranet topologies and network operations.
- Principles and practices of program development and administration.
- Database architecture and procedures.
- Pertinent Federal, State and local laws, codes and regulations.
- GIS analytical, editing, final map production tools.
- Principles and practices of supervision, training and evaluation.
- Recent developments and information related to browser and wireless base information technology.

- Methods and techniques of statistical data collection and analysis.
- Purchasing procedures.
- **Skill in:**
 - Translating IT terminology.
 - Organization and time management.
 - Computers and applicable software.
 - Troubleshooting.
 - Research and analysis.
 - Technical writing.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Coordinate and oversee and participate in the management of a comprehensive information systems and services program.
 - Supervise, direct and monitor the work of subordinates.
 - Operate assigned computer equipment.
 - Analyze and solve computer problems and difficulties related to assigned division.
 - Conceptualize database integrations and interactions.
 - Monitor equipment to ensure correct operational functions and capabilities.
 - Gather business requirements, map processes and identify improvements to processes.
 - Research, analyze and evaluate new information technology methods and techniques.
 - Identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Manage the use of resources through security features and techniques.
 - Interpret and apply Federal, State and local policies, laws and regulations.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Computer Science, Computer Science, Engineering, Management Information Systems, Computer Programming, Computer Technology or a related field and four years of experience in information systems design/administration, computer systems analysis, or computer programming.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.