City of Fort Worth, Texas
Job Description

Classification Title	Senior PeopleSoft Systems Administrator		
Job Code:	PR2490	**Job Family:**	Professional
Pay Grade	711	**Date Reviewed:**	11/24/2015
FLSA Status	Exempt	**Date Revised:**	01/23/2024

GENERAL SUMMARY

Performs advanced system administration, planning, operations, maintenance, design, support, and implementation for Oracle PeopleSoft/Enterprise Resource Planning (ERP) environments; oversees specialized technical services functions; and provides responsible support to senior management or supervisory staff.

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. Enforce defined conceptual and architectural standards regarding solution implementation as dictated by departmental guidelines.
2. Collaborate with Sr. Developers in the development and maintenance of departmental design artifacts denoting the developmental concepts, architectural standards, and design guidelines.
3. Monitors and determines future growth requirements of the applications in areas such as configuration, sizing, server counts, batch processing throughput, and PeopleSoft Architecture; works with other information technology divisions to address application capacity needs.
4. Installs and maintains, updates (PUM images), patches, maintenance, support, troubleshooting, and issues resolution for PeopleSoft Domains.
5. Designs and deploys PeopleSoft supporting applications such as ElasticSearch, Kibana, COBOL, REN Server, nVision, Excel-to-CI, SSRS Reports, SSL Certificates, Appisan/Pathlock, Zena Job Automation, in accordance with departmental design guidelines.
6. Monitors database and application system performance, and determines/plans mitigation steps for identified issues.
7. Designs and maintains the project migration lifecycle including relevant documentation.
8. Administers project migration lifecycle, including continuous improvement processes.
9. Responsible for managing PeopleSoft, SQL Server database instances, comprehensive knowledge of Windows Server administration, and Microsoft Active Directory basic understanding.
10. Manages third-party applications interfacing with PeopleSoft pillars.

11. Performs other related duties as required.

12. 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:**
  - Principles and practices of systems and network operating system implementation and support.
  - Principles, practices, and procedures of particular field of specialization.
  - Principles and practices of supervision, training and evaluation.
  - Methods and techniques of user relations.
  - Departmental and city rules, regulations and procedures relevant to information systems and services.
  - Relational data base design, implementation and support.
  - Network design and support as applicable.
- **Skill in:**
  - Computers and applicable software.
  - Troubleshooting.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Operate assigned computer equipment.
  - Solve computer problems and difficulties related to assigned division.
  - Operate/manipulate information processing software to suit divisional needs.
  - Follow specific instructions for generating assigned reports.
  - Organize and assign priorities for work to be accomplished.
  - Lead and coordinate the work of lower level staff.
  - Interpret and explain City policies and procedures.
  - Prepare clear and concise reports.
  - 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, Information Systems, or a related field and five years of responsible experience in supporting ERP systems/design/administration, computer systems analysis or computer programming, with 4 years of relevant IT related work experience.

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, 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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.