CLASS TITLE: SENIOR IT BUSINESS SUPPORT ADMINSTRATOR

PURPOSE OF THE CLASSIFICATION: Under general direction performs highly detailed and highly complex IT administration services functions, coordinating and leading budget management, contract management, vendor management, IT procurement, IT asset management and inventory control activities, and performs other related assigned duties.

ESSENTIAL TASKS:
- Coordinates and leads preparation and management of operating and capital budgets
- Analyzes data using various software tools to maintain inventory integrity and to interpret relevant inventory risks and accuracy of data
- Develops and implements comprehensive processes, documentation and systems used for recording, monitoring and reporting budget transactions
- Supports and offers guidance to IT Directors and other senior management staff regarding the allocation of current fiscal resources and future financial need.
- Monitors contractual agreements for all IT vendors, ensuring vendor compliance to responsibilities in contracts, agreements and statements of work
- Develops and conducts comprehensive financial presentations to management
- Coordinates and performs administrative procurement functions, ensuring essential business forms and documents are created, modified, approved, and executed in a manner which fully supports operational business needs
- Analyzes business and user needs, gathers and documents requirements and develops bid/contract specifications
- Assists with the comprehensive development and implementation of overall IT asset management policies, processes, and strategies
- Creates, develops and maintains a comprehensive collection of IT processes, policies and templates
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the. essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an bachelor's degree in business administration, computer science, technical writing or other related field; and four (4) years of business experience, preferably with an information technology service provider; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of IT systems and best practices; comprehensive knowledge of administrative methods and procedures; comprehensive knowledge of governmental budget concepts and analysis; and comprehensive knowledge of the City of Tulsa's financial, contract, and purchasing systems and processes. Strong analytical, organizational and problem solving skills. Ability to work independently, organize tasks from beginning to completion and move seamlessly from one tasking requirement to another, responding well to shifting priorities. Ability to solve problems guided only by general organizational objectives, policies, and goals; ability to negotiate and resolve conflicts; ability to effectively lead or contribute within a team environment while accomplishing individual projects; ability to understand, anticipate, identify and meet business needs and ensure high-quality standards are met;. Ability to analyze complex concepts/ideas and to present information clearly and concisely; the ability to effectively communicate both verbally and in writing with good command of the English language; the ability to work with all levels of personnel in diverse job functions; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking,

standing, sitting, reaching, balancing, bending, crawling, handling, feeling, kneeling, climbing, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working conditions are primarily indoors in an office environment, occasionally in a warehouse environment and may require some travel to various City locations.

Class Code: 3534
EEO Code: N-03
Pay Code: IT-40

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective date: October 3, 2016