

DATA MANAGEMENT SYSTEMS ADMINISTRATOR

DEFINITION

To plan, organize, direct, and supervise the activities of assigned staff, projects and services in support of the data management systems utilized by Environmental Utilities; recommend and assist in the development of the budget, goals, objectives and methods of implementing and using automated data management systems for use in the operation, preventative maintenance, mapping, rehabilitation modeling and asset management of the water, wastewater, water distribution, wastewater collection, recycled water, solid waste and stormwater functions of Environmental Utilities; liaison with various City departments to ensure the effective integration of enterprise resource planning (ERP), enterprise asset management (EAM), geographic information systems (GIS), advanced metering technology (AMI) and customer information billing system (CIS) applications; and manage the effective use of the Maximo CMMS for all Utility applications, assisting with such use with other City departments; and to provide highly responsible technical support to the Environmental Utility Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Assistant Environmental Utilities Director.

Exercises direct supervision over assigned professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives of the Environmental Utilities Data Management Systems unit; establish schedules and methods for assigned operation; implement policies and procedures; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, prioritize, assign, supervise and review the work of staff involved in assigned program activities; receive, research, respond and resolve customer/stakeholder issues and complaints.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and monitoring of the Data Management Systems division operational budget and in the research, cost analysis and budgeting associated with the purchase, maintenance, upgrading and replacement of automated data management systems, automated mapping systems and related ERP and EAM systems, including infrastructure costs.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Evaluate operations and activities of assigned areas of responsibility; implement improvements and modifications; prepare various reports on operations and activities.

Oversee assigned project contracts from inception to completion to meet needs of Environmental Utilities; review bids and active contracts and compile analytical data to ensure accuracy and track project completion; offer recommendations to Utility management and City stakeholders and, as directed, prepare, write and present project updates for City Council consideration, consistent with City practices and principles.

Act as lead liaison between Utility data management systems end-users, technical analysts, information technology staff and vendors in analyzing, configuring, testing and maintaining ERP, EAM and other systems to ensure optimal system performance.

Identify, consolidate and analyze business data needs for Environmental Utilities and other City functions to establish business-level logic and criteria to data findings, and to maximize use of existing tools for business intelligence processes/solutions.

Serve as the Environmental Utilities Maximo CMMS system administrator, ensuring that all assets are appropriately entered, staff is trained, upgrades are completed, efficiency is obtained across City departments and the Utility Rehabilitation program is supported by this application.

Oversee, through lead staff, to ensure the GIS/Mapping Data Base is updated, interfaces with other applications and is integrated with other GIS applications in the City.

Research and prepare technical and administrative reports and City Council and other organizational communications; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employee and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of management, supervision, training, performance evaluation and team dynamics.

Principles and practices of project assessment, management planning and implementation. Utility business finance best practices, including public sector budget and cost accounting principles, administrative and financial analysis and budget forecasting; and utility billing practices, policies and procedures.

ERP, EAM and GIS systems, including business systems applications in asset and material management used in water utilities, and relational database management systems, such as, but

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not limited to: Computerized Maintenance Management Systems (CMMS) such as Maximo; GIS Mapping; CIS; Utility Rehabilitation modeling software; AMI; and aligned report-writing applications.

Business and regulatory processes for water utilities and their impact upon large scale and complex project management methodology.

City procurement policies and procedures, contract law and negotiations.

Local, State and Federal laws and regulations pertaining to the water utility industry, including compliance reporting and permit processing.

Advanced computer software use including word processing, spreadsheet, database and graphics applications.

Modern office procedures and methods.

Statistical methods and analysis and the use of statistics in reports.

Business correspondence and written report writing.

Policies and procedures of Environmental Utilities.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

### Ability to:

Organize, implement and direct assigned project activities.

Plan, prioritize, assign, supervise and review the work of staff of the Data Management Systems division and assigned projects.

Evaluate operations and activities, recommend improvements and modifications.

Communicate clearly and concisely both orally and in written form, including presentations and reports to City Council and other public agencies and forums.

Understand highly complex ERP, EAM and other data management systems and issues, administering, evaluating and implementing change as appropriate.

Ensure the effective and comprehensive use of the Maximo CMMS application, GIS/Mapping system and CIS by Environmental Utilities staff by supervising and managing the training, data entry, data flow/exchange, system interface and intra-and interdepartmental synergy opportunities.

Unify water, wastewater and other Utility data from multiple platforms to analyze, capture

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and consolidate operational and business data requirements and formulate recommendations for operational and preventative maintenance improvement, Utility Rehabilitation modeling and accurate asset management.

Manage multiple parallel projects in data management systems from an enterprise perspective to achieve desired organizational goals and business objectives.

Maintain mapping and asset records of capital improvement projects and maintain and update required software licenses.

Act as an effective liaison between Environmental Utilities and IT, Finance, Roseville Electric and other City Departments to integrate data management needs and services and to resolve issues and complaints.

Effectively represent Environmental Utilities with partner agencies, community groups, consultants, vendors and the developer community on data management systems matters. Independently plan, coordinate and monitor projects, interpret and explain complex rules, regulations and Environmental Utilities policies and procedures.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

#### Experience:

Five years of progressively responsible experience in enterprise resource planning or data management systems administration, including two years of direct supervisory experience, all preferably in a public utilities environment.

AND

#### Training:

A Bachelor's degree from an accredited college or university, preferably in

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business administration, engineering, computer science, information systems or a field closely related. A Master's degree is desirable. Possession of a Project Management Professional certificate (PMP) or Certified Project Professional (CPP) credential is desirable.

License or Certificate

Possession of a valid California driver's license by date of appointment.

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