STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title:	Senior Systems Administrator	Requisition # 2015-13
Division:	Information Systems	
Reports To:	Senior Systems Specialist	
Grade Level:	16	
Salary:	$55,000 - $75,000	
FLSA Status:	Exempt ☑	
Employment Status:	Full Time ☑	

Job Summary

Responsible to direct and coordinate the system development, process analyses, needs assessment for the NJSDA Electronic Document Management System (eDCM). Serve as a Subject Matter Expert (SME) by providing services to include systems implementation and maintenance, user support, training, reporting, process documentation, and system administration for NJSDA eDCM software and hardware systems.

Essential Duties and Responsibilities

1. Partner with NJSDA management, staff and other external organizations (i.e. NJ State Archives – DORES, NJOIT, RMS, DOE etc.) staff to identify and document the capture and access requirements for Electronic Document Management System.

2. Conduct research and analysis to quantify gaps and/or changes in process workflow and data collection requirements. Identify issues and opportunities as well as develop formal recommendations to resolve gaps, issues and opportunities.

3. Partner with NJSDA staff to identify and resolve system, process, training, and data integrity issues that impact electronic document management process and/or workflow.

4. Develop, document and maintain IS processes, procedures, controls and policies revolving around the capture, storage and use of electronic document management processing.

5. Function as Subject Matter Expert (SME) and support users for assigned NJSDA systems.

6. Partner with NJSDA management or other staff to develop, test and generate reports from the Electronic Document Management system.

7. Provide system training and develop/maintain training curriculum and materials including user manuals.

8. Perform Project Management tasks including: coordinate the tasks of other members of the department, as well as other NJSDA staff and outside vendors, in regards to any of the above.

9. Provide system administration services including backup, recovery and contingency planning for the electronic document management systems.

10. Adhere to IT change management processes for all NJSDA assigned systems.

11. Prepare project budgets and coordinate Information Systems purchasing activities as needed.

12. Serve as an alternate System Administrator for other systems as assigned.

Required Skills and Abilities

1. Strong understanding of Electronic Document Management Systems and Records Management life cycle including Document Capture, Controls, Storage, Segregation and Disposal.

2. Strong working knowledge of Microsoft server architecture including Active Directory, and IIS with an understanding of Microsoft SQL server.

3. Excellent communication skills, both oral and written, with an ability to establish and maintain cooperative work relationships with associates and clients.

4. Ability to manage multiple projects simultaneously, follow through on current projects and adhere to strict deadlines.

5. Ability to prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions and recommendations.

6. Ability to work independently and within a team environment.

7. Ability to learn and utilize various information systems used by the SDA.

8. Strong organizational, analytical and problem solving skills with focus on attention to detail.

9. Proficient in Word and Excel, strong knowledge of MS Project, Adobe, Visio and PowerPoint.

Required Education and Experience

1. Bachelor's Degree in IT or Business Administration, or substantial relevant IT experience.

2. Minimum of five (5) years of experience in IT project management including Electronic Document Management systems and processes, and developing training and related documentation for system users.

3. Experience with Westbrook Technologies Document Management Software (Fortis Blue – Preferred)

Physical Demands

Minimal

Certificates and Licenses Required

Valid Driver's License