



## Data Systems Supervisor

**Department:** Human Resources: IS  
**FLSA Status:** Non-Exempt  
**Salary Grade:** 40

### SUMMARY DESCRIPTION

Incumbent is responsible for managing the installation, implementation and future development of Data Management Solutions for both JPA and the District.

### ESSENTIAL DUTIES

1. Responsible for managing the installation, implementation and future development of Data Management Solutions; including, Computerized Maintenance Management System (CMMS), Laboratory Information Management (LIMS), Electronic Operations Manuals, Operations Dashboards IWS (Intelligent Water Systems) and other software applications, including updates and upgrades as necessary.
2. Responsible for maintenance of the test and production environments, the validation of the systems, acting as the lead system administrator in close coordination with power users, IS personnel, and facilities personnel in the oversight of the CMMS and related systems.
3. Manage assigned applications so upgrades, integrations and updates to systems and devices occur in an environment that is conducive to high productivity and minimal downtime.
4. Identify software options, prepares contract specifications, issues RFP's and administers software procurement, interviews vendors and oversees implementation of purchased software solutions.
5. Perform programming activities including test, creation or modification of the assigned applications based on user or other systems specifications.
6. Provide configuration and maintenance to application components including application security.
7. Create and manage applications accounts for all users and assign security levels.
8. Provide end-to-end technical support and problem resolution.
9. Ensure conformance to architectural and technical support processes for the assigned systems/applications.
10. Responsible for technical training and development of staff, providing regular direction and feedback on system performance.
11. Establish a disaster recovery protocol or business continuity plan for AWP related applications
12. Collaborate with end users, internal customers and staff regarding application use.

13. Demonstrate leadership and communication skills to influence decision makers and assist in cultivating a long-term technology roadmap.
14. Interface and collaborate with GIS staff and software to provide users seamless integration.
15. Performs other duties of a similar nature or level.

**Knowledge Required:**

1. Data storage and retrieval system administration.
2. CMMS
3. Application systems development methodology in a comparable Facilities/IT environment.
4. Proficiency in Windows-based data capture systems.
5. Ability to administer, manage and maintain multiple applications and/or systems.
6. Proficiency in facilities functions monitored, controlled, operated and/or maintained by the assigned applications and/or systems. Advanced computer skills (i.e. MS Office 365 Platform, MS Access, Reporting Tools, PowerBI, MS Project, MS Teams).
7. Knowledge of cloud infrastructures and data gateways.
8. Windows AD/Azure environments, Virtualization tools.
9. SaaS
10. Ability to identify and develop workflow processes and create process automation.
11. Project management tools.

**Skills Required:**

1. Ability to administer, manage and maintain multiple applications and/or systems.
2. Proficiency in facilities functions being monitored, controlled, operated and/or maintained by the assigned applications and/or systems.
3. Ability to effectively utilize project management skills in performing the tasks of the position.
4. Monitoring and evaluating staff;
5. Resolving problems;
6. Organizational skills;
7. Managing project budgets, tracking time for internal project resources;
8. Ability to evaluate current and future systems and needs;
9. Training users on how to use hardware and software;
10. Writing procedural manuals;
11. Setting up, installing and configuring hardware and software;
12. Using computers, peripherals and specialized software applications such as Windows software, Strong business to technology translation skills, for identifying ways to apply solutions to help the agency increase business value and performance.
13. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training/Experience Required:**

1. Bachelor's Degree in computer science, information technology, information systems, business analytics or computer engineering; or Associates Degree in computer science, information technology, information systems, business analytics, or computer engineering along with an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
2. Two years or more of business systems analysis and support experience.

**Licensing Requirements:**

1. Valid California Driver's License.

**Safety Priorities:**

1. Knowledge of general office and field safety, proper reporting of safety violations, accidents and injuries.
2. Completes required and assigned safety and training assignments in a timely manner.
3. Understands proper lifting techniques.
4. Has the ability to work in a safe and efficient manner.

**Physical Requirements:**

1. Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, sitting, walking, lifting, keyboarding, grasping, feeling, talking, hearing, seeing and repetitive motions.
2. Incumbents may be subjected to moving mechanical parts, electrical currents and extreme temperatures.
3. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Date: New 04/22