



Sani-Matic Job Description

Title: IT Systems Administrator
Reports to: Dir. of Tactical Solutions

Dept: G&A
Status: Exempt

Position Summary:

The IT Systems Administrator will work collaboratively with internal leadership to support and enhance the delivery of program services. This position will be responsible for leading initiatives with an emphasis on leveraging IT systems as a strategic asset, exceeding expectations for internal and external clients and enhancing our ability to leverage information to improve our network, systems and enterprise.

Essential Functions:

- Support end-user community in the use of the corporate ERP system and associated reporting tools.
- Monitor, maintain and support Microsoft SQL server and associated applications utilizing SQL infrastructure.
- Help to create business case justification and cost benefit analysis when selecting IT products and services.
- Develop and manage effective working relationships with other departments, groups and personnel with whom work must be coordinated or interfaced.
- Gather and document functional and technical requirements, and translate requirements into reporting solutions, analytic tools, and dashboards.
- Develop in-depth understanding of underlying data, data structures, and business uses of data.
- Analyze computer systems, their components, and business and technical workflow and resource limitations to provide recommendations to management based on the impacts, risks, and scope and cost estimates of requested changes.
- Provides support to internal users on a variety of issues by responding to telephone, email, and other requests for software and technical support; escalates urgent problems requiring more in-depth knowledge to appropriate internal resources.
- Troubleshoot issues by replicating, identifying, diagnosing, and resolving first level software support issues.
- Work alongside the Leadership Team members and other key leaders to maintain all aspects of the organizations existing infrastructure and promote the use of new technology to help achieve the organizational goals.
- Develop key operational, financial and customer centric dashboards, metrics, and reports.
- Provide support as required to ensure the availability and optimized performance of developed reports and dashboards for both external and internal users.
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner.
- Complete other duties as assigned by your manager.



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Knowledge / Skills / Expertise:

- Bachelor's degree in Computer Science, Information Systems, Business Analytics or related discipline.
- 3-5 years of previous experience in a similar role.
- Solid understanding of SSRS with a growing understanding of SSAS data models, MDX/DAX, and Power View/PowerPivot.
- Proficiency in Microsoft Office Suite, SQL Server, T-SQL, stored procedures, user-defined functions, and SSIS.
- Outstanding people skills, ability to influence without authority, and ability to collaborate cross-functionally with multiple internal and external audiences.
- Math and statistics knowledge background.
- Demonstrate organizational, analytic, prioritization, critical thinking and time-management skills.
- Ensure compliance of standards in developing programs.
- Demonstrate expertise in motivating others to establish and successfully achieve goals.
- Strong customer and client service orientation.
- Highly motivated and committed to excellence with a positive attitude.
- Ability to be flexible in a dynamic and changing environment.
- Ability to communicate business changes rapidly and effectively.
- Ability to foster and work in a team environment with an entrepreneurial approach.

Environmental Conditions:

- Humidity level may be elevated during summer months in the manufacturing areas.
- Exposure to certain contaminants, at times if working in the manufacturing areas.
- Exposure to loud noise levels, at times.

Physical Demands:

- While performing the duties of the job, the employee must be able to use a keyboard, calculator and telephone. They are regularly required to stand or walk, sit, talk, hear, and use hands to finger, grasp, handle, or feel. The employee must occasionally climb, stoop, kneel, crouch, lift (10lbs) and have the ability to adjust vision for close vision work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is reviewed periodically and may be subject to change.

I understand and acknowledge the IT Systems Administrator job description listed above:

Print Name

Date

Signature