

RESOLUTION NO. 22-2014

Amending the Position Descriptions for Finance Analyst and IT Technician.

WHEREAS, City Council wishes to amend the position descriptions for the positions of Finance Analyst and IT Technician; and,

WHEREAS, it is necessary to amend the position descriptions to properly reflect the duties of these positions;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Finance Analyst (Class Specification No. 70) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the position description for the position of IT Technician (Class Specification No. 205) as per the description attached hereto be and the same is hereby amended.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted June 2, 2014

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: FINANCE ANALYST

CLASS: 70

Department: Finance

Date: June 2, 2014

Reports To: Director of Finance

Title Revised: 1999

Updated: 2014

General Statement of Duties

Under the supervision of the Director of Finance, the Finance Analyst performs a variety of clerical and accounting tasks as well as the accounts payable and receivable function of the City of Worthington. The Finance Analyst performs these duties independently or with general guidance, as well as other duties and/or tasks at the request of the Director of Finance.

Essential Functions of the Position:

Performs as back up operator for the payroll system;

Prepares and assigns purchase order numbers to requisitions which have been approved by the Director of Finance and City Manager along with distributing them to Department Heads and vendors;

Is responsible for all account payable activities; sorts, proofs and prepares invoices for weekly payments and makes that information available to other departments and the public;

Assists in the monthly reconciliation of the payroll with the objective of having the data available for the monthly reports;

Enters daily deposits into the computer system as part of the monthly processing;

Processes and enters weekly appropriation adjustments as approved by City Council;

Data entry of miscellaneous department purchase orders and other information;

Reviews and reconciles invoices and other documents checking for billing errors and verifying purchase order approval;

Ensures compliance with City policies and regulations;

Assists in procurement processes and evaluates effective purchasing;

Performs routine office functions and operates computer equipment.

Knowledge, Skills and Abilities:

Experience with clerical and accounting functions and general knowledge of accounting practices;

Ability to perform accurate mathematical calculations;

Ability to comprehend and follow complex policies, regulations, codes and procedures;

Ability to use personal computers and software applications;

Ability to type and use standard office equipment;

Ability to communicate effectively both verbally and in writing;

Ability to establish and maintain effective working relationships with other employees, Department/Division Heads, vendors and the public;

Ability to maintain confidentiality regarding City information.

Minimum Requirements of the Position:

Bachelor's Degree from an accredited college or university with a major in finance, business, accounting or closely related field, preferred; or equivalent combination of experience and training which provides the required knowledge, skills and abilities of the position. Must be eligible to be bonded.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 22-2014; Effective June 2, 2014

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: IT TECHNICIAN

CLASS: 205

Department: Administration

Title Originated: May 7, 2001

Date: June 2, 2014

Title Revised:

Reports To: IT Manager

Updated: 2014

General Statement of Duties

Under the direction of the IT Manager, the IT Technician provides technical support to City departments and assists in coordination of the City's technology networks. Provides operational support for computer systems, office automation, application software and mobile networks. Coordinates purchase and installation of IT equipment. Assists departments in support of the citywide telecommunications network and third party telecommunication devices.

Essential Functions of the Position:

Diagnose and repair City PC, server, network and other technology problems and issues.

Install and uninstall licensed software products; monitor, maintain, replace PC, server, network and related technology equipment; create, maintain, monitor and remove network user accounts, server software and applications.

Assist with back-up and restoration of servers and critical data.

Evaluate and recommend PCs, servers and network hardware; train users on hardware and software systems.

Works with employees and departments to ensure that all online, voice and hardware related problems are addressed in an accurate and timely manner.

Resolve complex problems or malfunctions of systems hardware and software and provide guidance, assistance coordination and follow up on user questions.

Plan and prepare technical reports, memoranda and instructional manuals as overall documentation of network and network adjustments and maintenance.

Gather and organize information to support changes or replacement of technology-based solutions.

Provide support for maintenance of Internet/Intranet/Extranet Web functions and technologies such as TCP/IP addressing, HTML, XML Hardware/Software Firewall and other related security applications.

Assist in tuning and optimizing citywide network.

Work on projects and information that must be kept confidential.

Work with department personnel to analyze current operational procedures, identify problems and learn specific inputs and output requirements to provide possible IT solutions.

Work with departments to design and develop small automated integrated solutions.

Knowledge, Skills and Abilities:

Knowledge and experience with Android, Apple IOS and MS Windows operating systems and application software.

Communication and drafting skills to prepare instructional manuals, network topologies and network documentation.

Ability to express logical methodology for investigation and problem solving.

Ability to communicate technical systems in layman terms both orally and in writing.

Ability to work independently and report progress or problems on time sensitive projects.

Ability to direct, document and supervise the work of outside contractors.

Knowledge of software analysis tools.

Ability to study existing IT systems to evaluate effectiveness and work to develop improvement in overall computing resources.

Possess the ability and willingness to work in confined spaces as needed.

Ability to quickly and efficiently travel from location to location to support hardware and software systems.

Possess the tact and courtesy to deal with the public and other staff while performing assigned duties.

Possess the ability to lift and carry at least 50 lbs.

Possess the ability to climb and crawl to maintain network cabling and systems.

Possess a valid Ohio driver's license.

Minimum Requirements of the Position:

Bachelor's degree in Information Systems, Information Technology, Computer Science or other related field. Possess an extensive knowledge of personal computers, Microsoft and Mobile operating systems, office automation and graphical packages, application software, peripherals (LANS, WANS, WiFi, Cellular, Bluetooth), troubleshooting hardware and software problems and conflicts and telecommunication equipment.

Three to five years of progressively responsible experience in desktop network support, preferred.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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