



Denver Municipal Federal Credit Union

Job Description: **3010
Systems Administrator**

Date: April 1995

Reports to: Accounting/Data Processing Supervisor

Objective: To coordinate and prepare, as directed, all data processing activities, including: daily, monthly, quarterly and year-end processing. To install data processing hardware and software upgrades, and perform minor repairs and hook-ups, as necessary. To provide technical training and guidance to credit union staff on data processing operations.

Essential Responsibilities:

1. Coordinates and prepares, as directed, all data processing reports and schedules, including: daily, monthly/month-end, quarterly and year-end processing.
2. Installs data processing hardware and software upgrades, and performs minor repairs and hook-ups, as necessary. Selects and orders supplies and new hardware/software, as approved and directed.
3. Maintains the computer tape library, and the computer system's internal controls. Maintains a detailed tape library to ensure that the computer system data base can be fully restored in an emergency. Maintains complete documentation of all operating system activities. Update the Disaster Recovery Manual.
4. Acts as liaison between the credit unions and vendors to ensure timely and adequate service. Maintains a call log and completes activities as scheduled.
5. Opens and closes month-end computer operations as designated on the monthly schedule. Seeks assistance from and provides technical direction to Accounting Assistants, as necessary.
6. Ensures for the proper functioning of all credit union terminals, printers, PC's and arranges service calls to resolve hardware and software problems, as necessary.

Job Description: **3010**
Systems Administrator

7. Produces computer generated reports, as directed, needed or requested: uses Recall of PROC's to print various reports; updates the computer system with current share certificate rates weekly; produces the monthly credit reporting tape; and produces the MCIF tape for the Marketing Department.
8. Provides technical training and guidance to credit union staff on data processing operations. Maintains and updates data processing policies and procedures, as directed.
9. Acts as technical advisor to management and staff.
10. Creates, generates, prints, distributes, maintains and microfiches all standard and custom computer reports.
11. Ensures for the proper maintenance and cleanliness of all data processing equipment and the computer room.
12. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: Associate's Degree in Computer Information Systems or equivalent, and three (3) or more years of recent and related work experience. Must be able to work flexible hours. Must be bondable.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

Physical/Environmental Characteristics: Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**