

**Jefferson County
Position Description**

Name:

Department: Facilities

Division:

Position Title: System Administrator

Pay Grade: 4

FLSA: Non-Exempt

Date: January 2026

Reports To: Director of Facilities

Purpose of Position

The purpose of this position is to provide administration support to the Facilities Department

Essential Duties and Responsibilities. *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Coordinates, enters and schedules work order requisitions
- Enters and edits data for new and existing facilities assets.
- Manages data and entries associated with weekly, monthly, and annual reports for CMMS, EAM, and operating budgets for the facilities department.
- Enters submittals for purchase orders and Pcard purchases
- Manages receipts, invoices, and payments for the department.
- Coordinates materials, supplies and contractor orders with Maintenance Supervisor.
- Collecting and collating utilization data.
- Validates invoice and data entry for accuracy.
- Facilitate customer complaints
- Coordinate issue resolution with maintenance staff.
- General administration support to eh Director of Facilities.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities. *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Identifies and implements process improvements to enhance office workflow
- Assist with other projects as they arise

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required with 2 years related experience and/or training; or associates degree and one year experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

4 years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience

Other Requirements – Certificates/Licenses

- Must pass a criminal background check.

Knowledge, Skills, Abilities

- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of budget management, procurement, financial reporting, and grant compliance in a government or legal environment. This includes the ability to monitor expenditures, prepare budget reports, and make cost-effective decisions.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in handling inquiries, complaints, and regulatory concerns with professionalism and discretion.
- Skill in working operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Ability to reliably and predictably carry out one's duties.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Supervision

- None.

Physical Demands. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

While performing the duties of this position the employee is regularly required to sit; use hands to finger, grasp, handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; lifting, moving, pushing or pulling up to 50 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment. *The work-environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature:

Date:

Supervisor/Manager Signature:

Date:
