

WARREN COUNTY DATA PROCESSING BOARD

Matt Nolan, Chief Administrator
Ben Clift, Director
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www.warrencountyohio.gov

Administration Building
406 Justice Drive
Lebanon, Ohio 45036
Facsimile: 513.695.2972

POSITION: IT ERP ADMINISTRATOR

DEPARTMENT: Information Technology

LOCATION: 406 Justice Drive
Lebanon, Ohio

SALARY RANGE: \$65,000.00 - \$85,000.00

SCHEDULED HOURS: 40 HOURS PER WEEK

POSTING PERIOD: THIS POSTING IS BEING POSTED FOR
A PERIOD OF TIME NOT LESS THAN
SEVEN (7) CONSECUTIVE CALENDAR
DAYS, BEGINNING FEBRUARY 11,
2025

SEE ATTACHED JOB DESCRIPTION FOR MINIMUM
QUALIFICATIONS AND ESSENTIAL DUTIES OF THIS POSITION

APPLICANTS SHOULD APPLY ON LINE AT: <https://www.warrencountyohio.gov>
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
support@warrencountyohio.gov WITH A RESUME . PLEASE CONTACT Ben Clift
WITH QUESTIONS AT: 513-695-1114.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND
A BACKGROUND CHECK (BCI).

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Title

IT ERP ADMINISTRATOR

Description

The individual must have a good understanding of accounting and payroll processes, Tyler Technologies Enterprise Resource Planning (ERP) Systems, Utility Billing and other Tyler Software modules, to help the County utilize the ERP system to be most effective and efficient. The ERP Administrator is part of a team that supports the operations and maintenance of all network and end-user computer hardware and software for Warren County. S/He may staff the Help Desk, trouble-shoot hardware and software problems, train staff on hardware and software use, and assist in the integration of computer systems with the County's Network.

Responsibilities

- Manage system upgrades, patches, and integrations with other software applications.
- Create and maintain comprehensive documentation, including system configuration, processes, and troubleshooting procedures, to assist in knowledge sharing and team collaboration.
- Answer users' inquiries regarding computer software and hardware operation to resolve problems in person, via telephone or from remote location.
- Work hands-on with computer systems while also providing helpdesk support when needed.
- Manage user accounts, permissions, and security settings to prevent unauthorized access and potential data breaches.
- Conduct research on Tyler Systems emerging hardware and software products, languages, and standards in support of procurement and development efforts.
- Liaise with vendors for efficient implementation of new hardware and software products or systems and for resolution of any adaptation issues.
- Liaise with network administrators, systems analysts, and end users to assist in resolving problems with hardware and software products.
- Write programming scripts to enhance functionality and/or performance of the ERP system to be most effective and efficient.
- Install software products for end users as required.

Position Requirements

Formal Education & Certification

Bachelor's degree in Information Technology, Computer Science, Finance, or a related field.; and three to five years experience in IT systems administration or ERP integration; or equivalent combination of education and experience that demonstrates possession of the knowledge, skills and abilities.

Knowledge & Experience

- Product expert and technical advisor of Tyler Technologies Enterprise Resource Planning (ERP) System, Utility Billing and other Tyler Software modules.
- Strong background in Desktop PC's, Mobile PC's, and associated peripherals.
- Strong background in Microsoft products including Windows 10 & 11, and Microsoft Office 365.
- Capable of troubleshooting, resolving, and supporting various hardware and software issues.
- Basic knowledge and understanding of data concepts and database structures including fields, tables, views, how to manipulate data, etc.
- Strong understanding of accounting and payroll processes.

Work Conditions

- Uses or works in proximity to the use of firearms.
- Works in or around crowds.
- Has contact with potentially violent or emotionally distraught persons.
- Has exposure to hot, cold, wet, humid, or windy weather conditions.
- Has exposure to hazardous driving conditions.
- Ability to work from step ladders up to 10 feet above the ground or floor for up to 60 mins at a time several times per day.
- Ability to lift to 50 pounds in and out of vehicles for no more than 10 mins at a time in all weather conditions.
- Is subject to emergency call twenty-four (24) hours a day, seven (7) days a week.