



City of Greenwood – Cityworks Administrator

Job Title:	Cityworks Administrator	Job Category:	Exempt
Department/Group:	Community Development Services (CDS)	Job Code:	
Location:	City Center 300 South Madison Ave Greenwood, IN 46142	Travel Required:	Some
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	City Engineer
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible for the administration and management of the Cityworks program for the City of Greenwood. This position is responsible for maintaining various workflows, audits, and Cityworks programs. Advises and guides internal and external users of Cityworks and serves on the Cityworks committee.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Provide database administration to ensure data accessibility and availability to internal and external users, including permissions. Load, validate, identify, and resolve discrepancies to maintain data integrity.
- Coordinate with City Departments to determine Cityworks functional needs and goals and conducts periodic reassessments as needed or requested.
- Assist with monitoring the Cityworks/GIS Help Desk to assist City staff with Cityworks changes or issues.
- Meet with City employees to define end user retrieval needs and parameters and provide training as needed.
- Serve as a member of the Cityworks Committee, offering ideas and suggestions, advising possible resolutions to issues and giving guidance on Cityworks functions and upgrades.
- Develop, maintain, and document processes and procedures, including standard operating procedures and permitting workflows.
- Manage and create new Cityworks reports and queries as needed.
- Manage other programs and tools that interface with Cityworks software.
- Maintain and evaluate Cityworks functionality to ensure optimal system operation.
- Keep abreast of changes in the asset management and GIS industry in terms of equipment, software, communications, standards, procedures, and techniques.
- Learn and acquire new skills via training, seminars, self-directed study, and research of published materials, etc.
- Perform other related work as required.

Job Requirements:

- **Education:** Bachelor's Degree in, computer science, geography, engineering, or another related field



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- **Experience:** Five (5) to seven (7) years of experience with utilizing Cityworks® software, ESRI software, GIS-centric or other asset management systems
- **Skills and Abilities:** Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision, prioritize and work on multiple tasks concurrently, and possess a valid Indiana driver’s license. Competency in various computer software programs, such as Microsoft Office and Internet applications.
- **Physical:** Must be able to sit for long periods of time and be able to lift up to 45 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: