CLASS TITLE: SYSTEMS ADMINISTRATOR

BASIC FUNCTION:

Under the supervision of the Associate Vice Chancellor, Information Technology, a Systems Administrator is responsible for providing professional-level technical support services to ensure the integrity and reliability of assigned servers, operating systems, and related network applications and services.

REPRESENTATIVE DUTIES:

Serve as the administrator of District server hardware and operating systems; monitor, report, and resolve system problems; propose policies and procedures relating to systems administration, security, and data storage; and assist in the implementation of such policies and procedures.

Install, configure, upgrade, and patch operating systems, network operating systems, system utility software, applications, and third party software on commonly used operating systems; install upgrades to operating systems and applications.

Install, configure, and maintain e-mail servers, list servers, web servers, proxy servers, and other servers that require attention; create virtual server environments for hosting various server operating systems.

Plan, organize, and oversee projects related to the development, enhancement, maintenance, and implementation of enterprise server systems, databases, and related hardware and software; exercise functional supervision over lower-level staff and contractors as warranted.

Collaborate with vendors to support District technology needs, evaluate project offerings, and produce and submit RFP, RFQ, and bid documents; maintain appropriate vendor relationships, and in conjunction with the purchasing department, negotiate purchase agreements and contracts; formulate and recommend future network strategic third-party alliances.

Design, implement, and maintain technologies to ensure the security of District networks and systems; develop security policies with management; create and apply new firewall rules or modify existing rules to accomplish organizational objectives.

Develop, implement and maintain backup and disaster recovery plans for servers; maintain updated local documentation on all aspects of servers and other equipment; respond to emergency calls as necessary regarding computer system failures or environmental system problems.

Create and maintain file shares and user accounts; create and maintain security policies for file shares and user accounts; maintain a highly reliable user account database.

Plan and oversee the configuration and implementation of assigned relational databases and application systems; ensure compliance with applicable laws, codes, rules, and regulations.

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SYSTEMS ADMINISTRATOR (continued)

Create and maintain scripts for the automation of server processes; create and maintain specialized scripts required for licensing, backup, and automated processes. *E*

Attend meetings, workshops and conferences, participates in required technical training to maintain technical currency. *E*

Perform other related duties as assigned.

*E* = essential duties

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

Principles and practices of relational database administration
Advanced principles and techniques of systems analysis
Operating systems, including UNIX variants, Linux, and Windows Server
Virtual server environments for hosting various server operating systems
Hardware and software monitoring tools to analyze system performance issues and make appropriate recommendations
Security administration tools and practices
Principles and techniques of systems programming work, including analysis, design, and documentation
Principles of project management
Operating system architecture
Data storage technology

**ABILITY TO:**

Quickly learn new technical skills and update acquired technical skills
Anticipate, analyze, and resolve systems problems in order to meet established performance metrics for systems availability
Effectively train non-technical personnel in IT-related subject matter
Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
Prepare clear, concise, and comprehensive technical reports
Work on multiple projects simultaneously
Work under changing and intensive deadlines with frequent interruptions
Establish and maintain effective working relationships
Communicate clearly and concisely, both orally and in writing

EDUCATION AND EXPERIENCE

Any combination equivalent to:

**Education:**

A bachelor’s degree from a recognized college or university preferably with coursework in management information systems, computer science, information technology, or a related field.
SYSTEMS ADMINISTRATOR (continued)

Experience in addition to that listed below may be substituted for two years of the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience

Three years of recent, full-time, paid experience administering server hardware and operating systems in an enterprise resource planning or multi-system environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office and data center environment
Variable hours, including evenings

PHYSICAL ABILITIES:

Ability to sit, stand, and walk for extended periods of time
Normal vision to design and program applications
Hearing and speaking to communicate with users
Dexterity of hands and fingers to operate a keyboard
Ability to safely lift heavy equipment and supplies
Kneeling and bending to install networks and PCs

HAZARDS:

Extended viewing of a computer monitor
Extended use of keyboard and mouse