Administrator, Senior Systems

FLSA Status: Exempt
Pay Grade: 25
Job Title ID: 19354
Job Series/Job Family: Information Technology Series / Systems Services Family

Reports To

Director, Systems Services

Job Purpose

To provide a high level of system availability, reliability, and security for administrative servers and critical Systems Services processes.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Installs, configures, and maintains the administrative College-wide server operating systems.
2. Analyzes, diagnoses, and resolves problems associated with server hardware, operating systems, and applications software; coordinates with vendor software or hardware support to resolve system problems.
3. Designs, implements, and maintains security levels to restrict and block unauthorized access to servers and services.
4. Provides assistance with developing policies and standards for the connectivity, accessibility, and security of the administrative computer system.
5. Collaborates with developing policies and standards for the connectivity, accessibility, and security of the administrative computer systems.
6. Maintains and upgrades servers, hardware, software, and operating systems.
7. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.
8. Trains and oversees the work of other systems administration staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Systems administration.
- TCP/IP environments.
- Enterprise backup systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule and providing on-call assistance including some nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Administering network operating systems.

- Diagnosing and resolving problems relating to server hardware, operating systems, and applications software.
- Writing software scripts and programs.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, query and control languages, system administration, server administration, network administration, database management systems, and providing technical support for Desktop systems and software.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years systems administration work experience.

Education

Required

- Bachelor's degree in computer information systems, computer science, or related field. One year full-time systems administration work experience may be substituted for each year of required education.

Other

Required

- Experience with UNIX or Windows XP/2000/NT systems administration, enterprise backup systems such as Tivoli Storage Manager (TSM), and working experience in a TCP/IP environment.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.