

Administrator, Systems

FLSA Status: Exempt

Pay Grade: 20

Job Title ID: 19356

Job Series/Job Family: Information Technology Series / Systems Services Family

Reports To

Director, Associate Vice President, or designee

Job Purpose

To install, maintain, tune and perform problem determination and resolution of system software and hardware related to critical College-wide applications and systems.

Description of Duties and Tasks

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

Required

1. Responsible for providing a high level of system availability, reliability, and dependability.
2. Ensures security, reliability, and capacity of servers; performs standard system administration activities including preventative maintenance.
3. Installs and maintains College-wide systems, and troubleshoots to resolve system related problems; coordinates with relevant System Administrators regarding user support and problem resolution.
4. Monitors designated systems and takes corrective action to prevent or minimize system down time.
5. Assists with developing policies, procedures, programs, scripts, or web pages as required.
6. Troubleshoots problems, conducts technology research, and coordinates with vendors as required.
7. May train personnel on new systems software and hardware changes.
8. Collaborates on special projects; may track and allocate software licenses.
9. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.

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

- Information Technology practices, standards, and protocol.

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

- Establishing and maintaining effective working relationships
- Ensuring system availability, dependability, and reliability.
- UNIX and Windows systems administration in an enterprise environment.
- Troubleshooting techniques used to resolve system related problems.
- Maintaining confidentiality of work related information and materials.
- 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.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and query and control languages, programming, system administration, database administration, and providing technical support.

Physical Requirements

Required

- Occasional lifting of objects up to 50 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is primarily performed in a standard office environment

Work Experience

Required

- Two years work experience in related field.

Education

Required

- Associate's degree, or educational equivalent, in computer information systems, computer science, or related field.

Preferred

- Bachelor's degree in computer information systems, computer science, or related field.

Licenses/Certifications

Required

- Valid Texas Drivers License if applicable to area of specialization.

Other

Required

- Depending on area of assignment, may include AIX/UNIX or Windows XP/2000/NT systems administration, S/370 language programming, LAN Management, web application development, or enterprise backup system experience.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.