

IT Technical Job Classification

IT Job Title: Senior System Administrator

State Job Title:

Classification: T150

Pay Grade:

Job Summary

Installs and configures existing and new servers. Supervises and provides technical direction to other systems staff. This person has the highest level of authority and is able to create/delete accounts. Administers and maintains enterprise-level network servers, including hardware and software and Internet applications such as authentication, directory, e-mail and web services, installs, maintains, trains and provides user support as required. Evaluates and recommends new network server hardware and software products. Is accountable for Linux and Window systems

Essential Duties:

- Manages hardware and software on servers for the department or college/
- Installs or develops new network/web-enabled tools to be used for server and system maintenance.
- Creates and Disables user accounts.
- Develops scripts and utility programs for support on network administration.
- Maintains system and network documentation.
- Designs and ensures the proper integration of multiple servers and workstations
- Maintains the proper interoperability of multiple servers and workstations in the LAN, including configuration, patching/updating when required and monitors system security.
- Trouble shoots network systems and applications to solve operational problems. Installs, develops and maintains security policy and procedures.
- Administers a network utilizing one or more TCP/IP or non-TCP network protocols or one or more Linux or non-Linux based operating systems
- Plans and implements network security including firewalls, file permissions and
- Plans, performs and monitors system backups of servers.
- Generates and analyses usage reports and system configuration for performance tuning and capacity planning.
- Provides advice and consults on technical support to other departments as to operational and application problems or issues.
- Identifies and correct problems with the LAN hardware.
- Provides training and instruction for users in operating system issues.
- Evaluates network hardware and software products
- Maintains knowledge of new computer technology advancement on hardware and software issues and applications.
- Creates and maintains inventory and disaster recovery plans. Supervises other personnel in the team of administrators.
- Recommends new products for LANs.
- Maintains, monitors and installs backup systems
- Performs other duties as designated

Education

Bachelor's Degree in Computer Science or a related field.

Experience

Requires a minimum of 5 years of experience in computer system security, systems design, server management, networking protocols and programming. Knowledge of design and functionality of Internet applications and protocols required. Highly developed problem solving, communication and technical writing skills required. Should have knowledge of server virtualization.

Leadership.

May lead or guide the work of other administrators.