

IT Technical Job Classification

IT Job Title: System Administrator

State Job Title:

Classification: T160

Pay Grade:

Job Summary

This person has the highest level of authority in supporting servers and is able to create/delete accounts, unlock accounts and grant/revoke account privileges. Administers and maintains enterprise level network servers, including hardware and software for Internet application such as authentication, directory, e-mail and web services. Installs, maintains trains and provides user support as required of installed applications. Under direct supervision, he or she evaluates and recommends new server hardware and software products. Is accountable for Linux and Windows Systems.

Essential Duties:

- Installs hardware and software for the department LAN servers and updates the college or department servers.
- Helps design and ensures the proper integration of multiple servers and workstations.
- Develops scripts and utility programs for support on network administration.
- Maintains system and network documentation.
- Supports system migration and upgrades.
- Administers a network utilizing one or more TCP/IP or non-TCP network protocols or one or more UNIX or non-UNIX based operating systems
- Trouble shoots network systems such as UNIX or VMS and applications to solve operational problems.
- Plans and implements network security including firewalls, file permissions and maintains system integrity
- Monitors LAN servers, network operating systems and applications.
- Identifies and correct problems with the LAN hardware and network operating system and applications.
- Provides training and instruction for users in operating system issues.
- Evaluates network hardware and software products.
- Provides recommendations of new products for LANs.
- Provides consultation to other departments on network hardware and software issues.
- Installs, and maintains knowledge of new computer technology advancement on hardware and software issues and applications.
- Maintains monitors and installs backup systems
- Performs other duties as required

Education

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

Experience

Requires a minimum of 3 to 5 years of experience in computer system security, systems design, and server management, networking protocols for LAN and PC operating Systems. Highly developed problem solving, communication and technical writing skills required. . Should have knowledge of server virtualization

Leadership.

May be required to lead the work of other Associate System Administrators.