Job Title: Information System Administrator

Job Code: 80234

JOB SUMMARY

The Information System Administrator is responsible for planning, organizing, directing the overall administration of computer network and communications system.

MAJOR DUTIES

Manages LAN servers, network, and communication equipment;
Maintains Data Center infrastructure to ensure high availability of services;
Administers the email system; recommends policies and procedures; implements system for college employees and students;
Administers telecommunications for all campuses, to include ordering of lines, changes, and adoption of new technologies;
Administers the college network; establishes proper levels of security and access to shared network resources;
Plans and implements network security, including configuration of firewalls, the application of cryptography to network applications, managing host security, and adding and deleting users;
Maintains accurate inventory of communications and network components such as switches, servers, telephones and mobile devices;
Stays informed of upcoming needs regarding communications and shared network resources; provides pertinent information about the options to assist with making appropriate decisions;
Tests network components/applications to ensure that users can access applications on networks;
Sets standards for all communications and network equipment and systems purchases;
Coordinates and performs cabling installations as necessary to facilitate network infrastructure changes, additions, or enhancements;
Serves as the lead support services technician regarding communications and network issues; ensures a satisfactory level of support.

COMPETENCIES

Knowledge of instructional technology and the application of technology in an academic environment
Knowledge of network infrastructure, email systems, database systems, and server operating systems
Knowledge of information security practices and technology
Knowledge of the acquisition and deployment of computer software applications and technology hardware
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills

MINIMUM QUALIFICATIONS

Baccalaureate degree in computer science technology or a closely related field from a regionally accredited college or university *and* Three (3) years of work experience in design, configuration, and planning of local and/or wide area networks

Note: Experience may substitute for education on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.