Job Title: Systems Administrator  Job Code: 81055

JOB SUMMARY

The Systems Administrator is responsible for complex projects or may serve as team leader on moderately complex projects.

MAJOR DUTIES

Generates, implements and maintains operating systems and/or software, database management; Provides technical assistance to persons designing and implementing enterprise server hardware/software systems; Generates, implements, and maintains online accreditation systems; Isolates, corrects and improves operational efficiency through changes to the software packages or reconfiguration of hardware; Evaluates and makes recommendations to enterprise server hardware and/or software systems; Maintains and manages the technical college website; Designs and/or enhances automated systems; Prepares, monitors, and evaluates the impact of proposed projects on budgets; Monitors database system to ensure functionality and the availability of system data; Identifies actual and potential database problems and recommends or implements solutions;Documents procedures and operating methods; Provides security expertise to assess and counteract changing threats to the network and its data systems; Maintains and implements ongoing disaster recovery policy for all servers; Staffs each project with the appropriate number and skill mix of employees and consultants necessary to accomplish the work and meet project schedules.

COMPETENCIES

Ability to work in a team environment
Ability to manage multiple assignments
Ability to read and comprehend complex technical documents
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills
MINIMUM QUALIFICATIONS

Bachelor’s degree in computer science or a related field *and* Three (3) years of experience in complex enterprise scale multi-user systems and/or network administration and/or database management

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

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.