



CLASS SPECIFICATION

Class Code: 15833
Date Est: 05/2006
Last Rev:
Last Title Chg:
FLSA: Exempt

SENIOR TECHNOLOGY SYSTEMS ADMINISTRATOR

DEFINITION

Under general supervision; analyzes, plans, coordinates, and oversees the system administration duties and implementation of assigned projects concerning the County's computer server systems; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Computer Information Systems, or a closely related field and four years of systems administration experience, one year of which included file server, application server or database administration or design and implementation; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

NA

DISTINGUISHING CHARACTERISTICS

This is the advanced level in Technology System Administrator series and serves as a lead worker. Incumbents are primarily responsible for analyses, system planning and design and serving as project manager and team leader for various projects.

SUPERVISION EXERCISED

Functions as a lead worker

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage projects that involve the maintenance and upgrading of diverse enterprise level servers and peripherals; implement new servers and applications which includes meeting with departmental staff to gather and analyze information, plan, coordinate with appropriate staff; establish timeframes, monitor and report progress and provide project documentation.

Establish security policies and manage various aspects of server security and advise management on various security related issues; install new security applications and procedures; monitor and audit server activity to prevent security intrusion.

Investigate, troubleshoot and resolve complex operating system, database and software problems at the system and component level utilizing a variety of testing routines, tools and equipment.

Coordinate with vendors to implement the installation of proprietary equipment.

Research and develop recommendations for improvements to information systems performance, reliability and technology.

Write, test and document scripting languages used to improve administration of web, file server and databases.

Train and mentor Technology Systems Administrator I and II's on new procedures and technology.

Prepare written and oral presentations for user departments and I.T. management staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County/Departmental/division policies and procedures.

Comprehensive knowledge of functions and applications of County computer hardware and software as they relate to servers with divergent operating systems and their interaction and communications with pc's and network devices.

Job planning, budget monitoring, scheduling and prioritization techniques.

Project management techniques.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles, theory, and practices of data processing; systems and database design; microcomputers, data communication systems, and troubleshooting system problems.

Open systems integration and security.

Networking systems.

Computer Security.

PC, server, and network devices.

Electronic Mail software, Internet messaging, and messaging protocols.

Current industry standards and product availability in hardware and software.

Skill in:

The utilization of diagnostic routines, tools, and equipment used in diagnosing and resolving application, database and file server computer problems.

Ability to:

Manage and coordinate projects.

Troubleshoot network communications problems.

Design, implement, and install application, database and file servers.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with division staff, representatives of other departments, vendors, and other agencies.

Train and mentor assigned staff.

Analyze data and make appropriate recommendations.

Analyze problems and develop solutions as a series of logical steps.

Maintain awareness of current technology, trends and practices of the trade.

Make effective presentation, using a variety of visual aids and communication tools.

Read and understand diagrams of network systems.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to lift 50 pounds. Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to use data processing and associated equipment. Ability to work in an environment with controlled temperatures.

This class specification is used for classification, recruitment, and examination purposes. It is not considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____ Date _____