Job Title:	Sr Systems Administrator	**Job Code:**	T43542
Job Function:	Staff	**Grade:**	221
Job Family:	Classified	**FLSA:**	Exempt
SOC Description:	3000 Information Technology Division	**Date:**	6/11; 1/1/04;7/11/00

Job Summary:

Provide enterprise-wide communications and computing support to the campus community by installing, integrating and maintaining network-based services, including server and storage hardware, system software and Internet and Intranet applications. Evaluate and recommend new server hardware and software products. Assist in the long-term infrastructure planning and design process and the development of new technical standards. Resolve complex problems related to systems and services.

Essential Functions:

30% Develop specifications, acquire, install, test and manage hardware, virtual infrastructure, operating systems and systems and application software on enterprise level UNIX, Linux and Windows servers, including both physical and virtual machines. Participate in infrastructure planning and design processes. Plan and carry out system migrations, conversions and upgrades. Plan for high availability and fault tolerance of critical systems. Develop and maintain system documentation.

20% Monitor enterprise server hardware, software, virtual infrastructure and applications. Generate and analyze usage reports and system configurations for performance tuning and capacity planning. Analyze and resolve complex problems with server hardware, software, virtual infrastructure and applications. Participate in data center facilities planning. Develop and document administrative procedures. Available/on-call 24 hours/day for responding to critical problems.

15% Resolve problems for student, faculty and staff users . Provide technical consultation to other departments on the selection, acquisition, installation and management of server hardware and software. Manage individual and role-based access to services. Interact with other department personnel to trouble-shoot system problems.

10% Research and evaluate new and emerging technologies. Adapt technologies for use in the University environment. Maintain knowledge of new computer technology and advancements in hardware and software. Participate in development of new technical standards.

10% Assist in the development and monitoring of security and usage policies for University computers and networks. Research security trends and emerging security threats and perform internal security evaluations for the protection of the University community. Analyze security incidents with representatives from other departments and external organizations.

10% Develop scripts and utility programs to facilitate administration of systems and services. Develop software and design methods and procedures for system integration and administration of various server platforms and services.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in computer system security, systems design, server management, networking protocols and programming. Knowledge of the design and functionality of Internet applications and protocols required. Highly developed problem solving, communication, and technical writing skills required. Ability to adapt to new technology and maintain current in technical knowledge required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems.   Near continuous use (>70% of the time) of a video display terminal.