

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### SENIOR SYSTEMS ADMINISTRATOR

Salary Range 30

#### **BASIC FUNCTION:**

Under the general supervision of the Director of Technology Operations, this position is responsible for leading projects of importance and consequence to the District, including monitoring and reporting of project progress and completion. Serves as a primary resource for the design implementation, maintenance, and support of applications and systems architecture. Responsible for managing and describing current and future systems architecture, facilitation of requirements gathering and design sessions, and collaborating with other ITS personnel to develop road maps and strategies that align organizational goals and standards. Performs other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from other IT classifications in the following ways: The Senior Systems Administrator is distinguished from the Systems Administrator by a greater emphasis on planning and developing systems infrastructure, coordination with users and providing lead system administration direction.

#### **REPRESENTATIVE DUTIES: (E) = indicates essential duties of the position**

- Plan, design, install, build, implement, monitor, maintain, and troubleshoot system architecture using physical, virtual, and cloud-based technologies to meet district operational needs. (E)
- Ensure systems dependent projects are scaled and aligned to the correct hardware. (E)
- Create and maintain blueprints of new and existing systems architectures. (E)
- Develop and maintain short and long-term technical roadmaps for assigned systems. (E)
- Propose and administer IT policies, procedures, service agreement levels, and standards relating to systems architecture; and assist in the implementation of such policies and procedures. (E)
- Provide day-to-day operational ownership for assigned systems including patching, upgrading, configuration management, managing system backups, continuous monitoring, and performance management. (E)
- Serve as the point of contact and subject matter expert for assigned applications and systems and proactively communicate with Service Owners for assigned systems. (E)
- Collaborate with the Project Manager to identify operational goals, design and plan for the implementation of required systems architecture, and to identify internal resources with various projects. (E)
- Facilitate functional/technical requirements gathering sessions with customers, impact assessment to current state architecture, and design sessions with ITS subject matter experts to meet customer requirements. (E)
- Identify and implement system changes to ensure continued operation, maximizing resource utilization and fiscal efficiency and make recommendations for improvements and/or alternatives. (E)

- Assist in the creation of user training material on the operation of assigned technical systems. (E)
- Develop and enhance the knowledge and skills of support staff to work with assigned technical systems. (E)
- Under the direction of the supervisor, responsible for overseeing medium to large complex projects from the planning stages through the implementation process; project analysis and planning; monitors/reports task accomplishment/project progress and completion. (E)
- Coordinate the work of personnel to implement and support assigned systems and to ensure project completion. (E)
- Analyze and project system resource use and associated expenses and ensure assigned systems architecture do not exceed allocated budgets. (E)
- Leads technical projects of importance and consequence to the District; projects may include complex integration, involving large staffing across multiple technical layers and technical units, with significant user impact potential and risk avoidance. (E)
- Monitors all ongoing projects of technical staff in the unit, to ensure consistency with technical direction. (E)
- Prepare and maintain a variety of records and documentation related to system operations, including service-level agreement compliance, runbooks, and systems uptime and outages. (E)
- Collaborate with Systems Security Administrators to maintain the security posture for assigned systems in accordance with industry best practice and ITS policies and procedures. (E)
- Develop, implement, and maintain backup and disaster recovery plans for IT systems. (E)
- Maintain subject matter expertise for systems/technologies by staying current with industry trends, following a professional development plan, and regularly sharing knowledge with ITS stakeholders. (E)
- Maintain appropriate vendor relationships and collaborate with vendors to support District technology needs, and formulate and recommend future network strategic third-party alliances. (E)
- Evaluate project offerings, and produce and submit RFP, RFQ, and bid documents, and in conjunction with the purchasing department, research purchase agreements and contracts. (E)
- Exercise functional supervision over contractors as warranted; ensure compliance with applicable laws, codes, rules, and regulations. (E)
- Perform other related duties as assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to:

**Education:** A bachelor's degree from a recognized college or university preferably with coursework in management information systems, computer science, information technology, or a related field. Experience in addition to that listed below may be substituted for two (2) years of the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

**Experience:** Three (3) years of recent, full-time, paid experience administering server hardware and operating systems in an enterprise resource planning or multi-system environment.

**KNOWLEDGE OF:**

- Principles and practices of relational database administration
- Interpretation of service level agreements and legal regulations (FERPA, PCI, SOX)
- Advanced principles and techniques of systems analysis
- Operating systems, including UNIX variants, Apple Macintosh OS X, Linux, and Windows Server
- Virtual server environments for hosting various server operating systems
- Hardware and software monitoring tools to analyze system performance issues and make appropriate recommendations
- Programming languages, including HTML and XML.
- Oracle applications and UNIX/Linux.
- Security administration tools and practices
- Principles and techniques of systems programming work, including analysis, design, and documentation
- Principles of project management
- Operating system architecture
- Data storage technology

**ABILITY TO:**

- Communicate clearly and concisely, both orally and in writing
- Quickly learn new technical skills and update acquired technical skills
- Organize and prioritize multiple tasks in a timely manner
- Meet critical timelines
- Anticipate, analyze, and resolve systems problems in order to meet established performance metrics for systems availability
- Effectively train non-technical personnel in IT-related subject matter
- Provided technical direction to others
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Coordinate, plan and project upgrades to Systems infrastructure
- Prepare clear, concise, and comprehensive technical reports and documentation
- Perform detailed cost analysis
- Work on multiple projects simultaneously
- Work under changing and intensive deadlines with frequent interruptions
- Establish and maintain effective working relationships

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work is carried out under general direction in accordance with goals and objectives established by supervisor and administration. No permanent full-time staff to supervise. Provides technical guidance and training to other employees demonstrating work methods.

**CONTACTS:** Co-workers, other departmental personnel, administrators, faculty, vendors and outside agencies.

**WORKING ENVIRONMENT:**

- Normal office and data center environment
- Possible outdoor installation, may be required
- Variable hours, including evenings

**PHYSICAL ABILITIES:**

- Ability to sit, stand, and walk for extended periods of time
- Normal vision to design and program applications
- Hearing and speaking to communicate with users
- Dexterity of hands and fingers to operate a keyboard
- Ability to safely lift heavy equipment and supplies
- Kneeling and bending to install networks and PCs

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