

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: SYSTEMS ADMINISTRATOR****Salary Range 28****BASIC FUNCTION:**

Under the general supervision of the Manager of Systems & Infrastructure a Systems Administrator is responsible for providing professional-level technical support services to ensure the integrity and reliability of assigned servers, operating systems, and related network applications and services.

**REPRESENTATIVE DUTIES:**

Serve as the administrator of District server hardware and operating systems; monitor, report, and resolve system problems; propose policies and procedures relating to systems administration, security, and data storage; and assist in the implementation of such policies and procedures. (E)

Install, configure, upgrade, and patch operating systems, network operating systems, system utility software, applications, and third party software on commonly used operating systems; install upgrades to operating systems and applications. (E)

Install, configure, and maintain e-mail servers, list servers, web servers, proxy servers, and other servers; create virtual server environments for hosting various server operating systems. (E)

Collaborate with Managers and assigned staff, plan, organize, and oversee projects related to the development, enhancement, maintenance, and implementation of enterprise server systems, databases, and related hardware and software; exercise functional supervision over contractors as warranted; ensure compliance with applicable laws, codes, rules, and regulations. (E)

Collaborate with vendors to support District technology needs, evaluate project offerings, and produce and submit RFP, RFQ, and bid documents; maintain appropriate vendor relationships, and in conjunction with the purchasing department, research purchase agreements and contracts; formulate and recommend future network strategic third-party alliances. (E)

Collaborate with Managers to develop, implement and maintain backup and disaster recovery plans for servers; maintain updated local documentation on all aspects of servers and other equipment; respond to emergency calls as necessary regarding computer system failures or environmental system problems. (E)

Create and maintain file shares and user accounts; create and maintain security policies for file shares and user accounts; maintain a highly reliable user account database. (E)

Create and maintain scripts for the automation of server processes and documentation; create and maintain specialized scripts required for licensing, backup, and automated processes. (E)

Attend meetings, workshops and conferences, participates in required technical training to maintain technical currency. (E)

Collaborate with Peers, Networking Staff and Managers to design, implement, and maintain technologies to ensure the security of District networks and systems; develop security policies with management; create and apply new firewall rules or modify existing rules to accomplish organizational objectives.

Approved Per M. Bryant 2/5/15

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Last Revised September 2009

## SYSTEMS ADMINISTRATOR (continued)

Perform other related duties as assigned.

(E) = essential duties

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Principles and practices of relational database administration  
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  
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  
Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.  
Prepare clear, concise, and comprehensive technical reports and documentation  
Work on multiple projects simultaneously  
Work under changing and intensive deadlines with frequent interruptions  
Establish and maintain effective working relationships

### 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 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 years of recent, full-time, paid experience administering server hardware and operating systems in an enterprise resource planning or multi-system environment.

## **SYSTEMS ADMINISTRATOR (continued)**

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

No permanent full-time staff to supervise. However, this class, by the nature of the duties and responsibilities is required to provide technical guidance and training to other employees demonstrating work methods.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office and data center environment

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