

CLASSIFICATION SPECIFICATION

Systems Administration Director

FT/PT Class Code: 5087, 5587 Pay Grade: B/C 22 FLSA: Exempt Rev. 01/08/13

SUMMARY STATEMENT: An incumbent is responsible for overseeing Collegewide system administration and analysis for UNIX and Windows-based systems. An incumbent oversees the operation of Collegewide E-mail servers, services, and the World Wide Web. In addition, an incumbent oversees other campus networks, including the design, configuration and installation of hardware and software.

NATURE AND SCOPE:

An incumbent in this class reports directly to the Chief Technology Officer and supervises staff at multiple campus locations. An incumbent ensures Collegewide systems security, telecommunications availability and manages Collegewide E-mail for everyone at all campus locations. Principal contacts are with administrators, faculty, students, technical personnel at other campuses and other educational institutions, and vendors.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Oversees Collegewide system administration and analysis for Linux and Windows-based systems.
2. Ensures server, network and systems operations, administration and security.
3. Oversees the operation of all telephone and networking infrastructure and equipment.
4. Oversees the operation of Collegewide communication services, file and print services and web services.
5. Supervises, trains, evaluates, and recommends the hiring and firing of technical staff. Schedules work and designates areas of responsibility.
6. Prepares annual budget recommendations for the Information Technology Division. Serves as a technical advisor at campus budget hearings.
7. Serves as a member of the College Technology Strategic Planning Committee and participates in senior technology management discussion and direction setting.
8. Makes recommendations to the Chief Technology Officer regarding defining computer standards for the College.
9. Researches and writes reports as assigned.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of industry trends in technology.
- ◇ Knowledge of networking and telecommunication technology and operation.
- ◇ Knowledge of data center construction, maintenance, and operation.
- ◇ Knowledge of information security techniques and applications.
- ◇ Knowledge of network infrastructure, equipment and trends.
- ◇ Knowledge of the theory, components, and configuration of a variety of LANs and WANs.
- ◇ Knowledge of the methods used in short- and long-term planning.
- ◇ Knowledge of the methods and procedures used in providing instruction.
- ◇ Knowledge of the methods used to acquire licensing agreements and the ways to curtail College copyright infringements.
- ◇ Knowledge of the techniques used in performing systems analysis.
- ◇ Knowledge of the concepts, methods, and techniques of supervision.
- ◇ Knowledge of the capabilities and limitations of telecommunication technology.
- ◇ Knowledge of the theory, components, and configuration of computers.
- ◇ Knowledge of programming languages, including the latest generation.
- ◇ Knowledge of State policies in purchasing.
- ◇ Knowledge of the Internet, including the World Wide Web, FTP, Telnet, and associated protocols and standards.
- ◇ Knowledge of various network hardware, topologies, and protocols.
- ◇ Knowledge of the concepts, components, and techniques of computer network encryption and security.
- ◇ Ability to diagnose hardware, software, and network problems, and to execute appropriate actions to correct these problems.
- ◇ Ability to write clear, concise, and informative reports.
- ◇ Ability to make prudent recommendations regarding the lease or purchase of computer hardware and software.
- ◇ Ability to communicate effectively in technical or layman's terminology with management, system users, and vendors.
- ◇ Ability to relate to and communicate effectively with a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's Degree in a technology related field plus four (4) years of experience in a position with the duties of supervision of personnel or other equivalent combination of education and relevant experience.
- ◇ Possession of any one of the following vendor certifications in networking, security or server operations: Security +, CCNA, CCIE, Network +, MCSE, MCSA, CISSP, Linux+, RHCE, or RHCA or four (4) years of experience working in a role which requires network and server administrator within an enterprise network environment.
- ◇ Four (4) years of project management experience or equivalent.
- ◇ Four (4) years of experience in Information Security Systems management or equivalent