

## Senior Systems Administrator

**Job Code 50023875**

### **General Description**

Responsible for architecting, configuring, testing, implementing, maintaining and supporting critical and highly complex system software, hardware, and network devices used to support the entire organization.

### **Examples of Duties**

Maintain and troubleshoot the core systems and services provided to the university.

Comply with standards and implement quality improvement activities.

Monitor and maintain metrics on performance and availability of OS and application servers/services.

Deploy, relocate, configure, maintain servers.

Evaluate and implement upgrades, migration of information, and enterprise application administration.

Ensure system backup and recovery of data and business continuity.

Anticipate, identify, communicate, resolve and/or escalate problems and issues; implement quality improvement activities.

Recognize and identify anomalies and take appropriate action.

Provide resolution of problems that have escalated from other technical professionals within the organization.

Resolve problems of increasing complexity and scope.

Identify potential problems and opportunities and recommend solutions/options.

Participate in alignment efforts with business and IT strategies.

Provide effective communication on the potential impact of various technical events and system status during normal usage, system outages, and other service interruptions.

Provide clear and effective documentation.

Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

**Knowledge of:** Operating Systems, layered products, communication protocols, and third party software packages; systems and network hardware, systems software analysis, design and development.

**Skill in:** Preparing reports, letters, proposals, communication, establishing rapport with others, analyzing requirements and workflow, identifying and correlating problems and symptoms, prioritizing work load, multitasking.

**Ability to:** Understand, interpret and retain complex technical materials; perform intermediate math; troubleshoot problems, identify options.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

**Other Requirements**