

SYSTEMS ADMINISTRATOR - 1121

General Definition of Work:

Performs intermediate professional work serving as systems administrator. Work is performed under the general supervision of an IT Supervisor.

Essential Functions/Typical Tasks:

Serving as systems administrator for various systems; assisting with the development, implementation and management of systems; managing networks and communications; providing regular and on-call technical support and training to users.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Implements, administers and maintains hardware, software, programs, logins, accounts, disaster recovery and access to various computer systems.
- Serves as primary hardware and software support for Windows servers.
- Administers web server and sites, SQL server and BES and support.
- Maintains user accounts.
- Manages local area and wide area network resources and configuration.
- Maintains and manages data backup systems, network and system security.
- Compiles data from various sources and formats into spreadsheets and databases to be used in reports and/or databases; creates queries to extract data for all departments; creates databases; creates reports.
- Works with hardware and software vendors to solve problems with their products.
- Manages e-mail and Internet resources.
- Troubleshoots and repairs personal computers, servers and peripherals.
- Updates personal computers and servers hardware and software; installs personal computers and servers.
- Performs project management.
- Analyzes data in databases for integrity.
- Works with users to solve hardware and software problems.
- Configures software programs and hardware. Assists various departments with software setup and data organization.
- Researches and recommends information technology products to solve technology needs.
- Writes conversion programs and other small utility programs.
- Install, configure, troubleshoot, and support 911 center equipment and technical functions.
- Performs work during emergency/disaster situations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of network installation, operation and maintenance; thorough knowledge of the operation, uses and capabilities of electronic data processing main and peripheral equipment; thorough knowledge of hardware or software procedures and techniques; thorough knowledge of the functions and operating of County departments; thorough knowledge of the operation of personal computers; ability to maintain effective working relationships with associates; ability to write clear and concise reports; ability to analyze software programs and recommend program adjustments; ability to communicate effectively orally and in writing.

Education and Experience:

Requires graduation from an appropriately accredited college or university with major course work in computer science or related field and considerable system administration experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, use of measuring devices, assembly or fabrication of parts at or within arms length, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

May require possession of an appropriate driver's license valid in the state of North Carolina. This position is essential as defined by the Inclement Weather Plan. Must have ability to work a flexible schedule; requires some evening and weekends.

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