



## SYSTEMS ADMINISTRATOR, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	80	07/01/2017	Classified	1 of 2

### DEFINITION

To directly support the District’s Enterprise Resource Planning (ERP) system and new modules and technologies employed by the ERP vendor; to install and maintain systems software products; to provide backup support for the Database Administrator family; and to maintain the security of the database files and systems libraries.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants and or assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Supports access to the Enterprise Resource Planning (ERP) System application.
- Supports database administration, web and SharePoint environments.
- Performs network configuration and implementation of the Internet Information Server and World Wide Web access; performs configuration for internet applications.
- Performs technical work to support the ERP application, including software updates and Desktop Management Interface administration and maintenance.
- Maintains printing subsystem; maintains testing environments; provides security administration, access and restrictions of ERP application core web services; maintains self-service application for student, e-commerce/payment gateway and credit card vendor support.
- Provides application User Interface (UI) support and user access administration; manages and maintains logs, archiving and system files.
- Assists manager in evaluating and installing new hardware and software products and in designing new systems.
- Creates and maintains program libraries.
- Develops procedures to assist Help Desk staff.
- Acts as technical backup for the Database Administrator.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Database concepts, configuration, design and processing techniques.
- Principles and techniques of program planning, program design, testing, and implementation.
- Systems and procedures analysis and development.
- Operation and applications of computer systems and related equipment.
- Hardware and software installation procedures.
- Knowledge of Windows and Structured Query Language (SQL) servers



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- Maintenance and repair procedures for relevant servers and other equipment.
- Principles of computer based telecommunication systems.
- Principles of host/server operating systems.

**Skill/Ability to:**

- Train information technology staff members.
- Analyze and develop logical solutions to problems.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- Five (5) years of increasingly responsible experience in as a Windows Server Administrator.
- Prior experience with Enterprise Resource Planning systems, web administration and Microsoft SQL server.

**EDUCATION/LICENSE OR CERTIFICATE**

- Possession of a Bachelor’s degree from an accredited college or university with a major in computer related field, Mathematics, Business or any technology related field supplemented by specialized training in data processing programming and systems analysis, or the equivalent.  
OR
- Possession of an Associate degree from an accredited college and six years of experience as a Systems Administrator.

Adopted: 07/01/17