

Job Title	Systems Administrator III
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Systems Administrator III, under direction, serves as technical lead for systems administration projects or services. Provides technical oversight for the application of and compliance with technical standards. Coordinates the technical activities of a systems administration support team. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

Essential Duties and Responsibilities

- Provides technical guidance and oversight for server administration. Sets-up and configures large and complex servers, develops complex system logic and configuration, and conducts complex server performance analyses and tuning. Coordinates routine audits of systems and software.
- Oversees and coordinates the analysis of system logs. Helps coordinate and monitor the problem management process to include backup support. Troubleshoots complex network problems. Provides Tier III support.
- Provides technical oversight for the development of plans for large server hardware and software purchases. Develops specifications and plans for large and complex purchases of server hardware.
- Oversees the process used to document server support methods, procedures, and configuration.
- Creates, evaluates, and approves plans for the implementation of new technology deployments and system integration testing.
- Oversees the maintenance of system security for protecting and recovering client data. Develops disaster recovery plans for complex systems.
- Coordinates the evaluation of new technologies. Makes recommendations based on the evaluation of new technologies based on client needs.
- Collaborates with the project leader to develop work plans and time schedules for projects including outlining phases, identifying personnel, and computing equipment requirements.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Five years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of project management, mentoring, negotiation skills, basic vendor relations, advanced client relations skills, proposal writing, business acumen, persuasive communication, adaptability to change, team leadership skills, and quality assurance methodologies.

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements