

AgriLife Classification Description

Last Updated: 4/17/02

8753
SYSTEMS ADMINISTRATOR
11/01/01

SUMMARY

General Description: Functions as a systems administrator engaged in developing, maintaining, installing, using, and operating complex systems or subsystems. Provides consulting, technical support, and training to users and technical staff. May support certain critical subsystems.

DUTIES

Typical: Performs the following specialized duties: provides assistance in resolving hardware and software problems with vendor field engineers; assists with the installation and maintenance of both critical and non-critical software; documents all changes to systems software and develops entries for a systems support database; assists other areas of a complex computing environment such as production control, disaster recovery, networking, computer operations, or other operating systems; has primary responsibility for one or more software products; recommends software and hardware upgrades; learns procedures to develop systems software; and may assist with the development of systems software; performs the following core duties: assists other employees in resolving certain technical problems; confers with other personnel in resolving problems involving procedural and technical matters; provides more advanced technical support for the customer; researches problems and recommends solutions; provides resource estimates and progress reports; serves on committees to develop technical standards and direction; meets with University customers and technical staff to determine information needs and requirements; ensures that all work is accurate and in compliance with departmental or project quality standards; participates in training and professional development sessions; provides on-call support on nights and weekends as needed; and provides input for the planning and budget process; performs related duties as required.

SUPERVISION

Received: General instructions and periodic review from immediate supervisor.

Given: Detailed initial instruction and periodic review to assigned staff.

EDUCATION

Required: Bachelor's degree or any equivalent combination of training and experience. One year of experience may substitute for one year of education.

Preferred: None.

EXPERIENCE

Required: Two years of systems administration experience.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Must be able to work in a collaborative team environment. Use of computing equipment.