

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

Job Summary

The Systems Administrator I, under general direction, performs routine systems administration support functions.

Essential Duties and Responsibilities

- Installs, upgrades, and configures server hardware and software. Assists with the design and implementation of server systems.
- Assists with the installation and configuration of network file servers and hardware. Completes server testing and application. Conducts basic server performance analyses and tuning.
- Creates programs for automating system administration.
- Helps analyze system logs and identify potential issues with computer systems. Troubleshoots and repairs hardware and software for servers. Troubleshoots and repairs configuration problems and assists with troubleshooting network problems. Provides Tier I support and assists with Tier II support.
- Assists with recommendations, specifications, and plans for server hardware and software purchases.
- Documents server support methods, procedures, and configuration.
- Assists with new technology deployments and system integration testing.
- Monitors and maintains system security and provides backup, protection, and recovery support for client data.
- Assists with the evaluation of new technologies to determine their applicability to clients' needs.

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 – Two years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of intermediate troubleshooting, client relations, formulating and contributing ideas, and the Information Technology Interface Library (ITIL).

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 does not supervise employees.

Other Requirements