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

Job Summary

The Systems Administrator II, under general direction, performs complex and specialized systems administration support functions, such as troubleshooting, analysis, research, de-bugging, and problem-solving.

Essential Duties and Responsibilities

- Administers large and multiple client servers including virtual servers. Designs and implements servers. Installs and configures network file servers and hardware. Provides technical oversight of server testing and application and conducts server performance analyses and tuning. Assists with routine audits of systems and software.

- Analyzes system logs and identifies potential issues with computer systems. Troubleshoots and repairs complex hardware and software for servers, as well as configuration problems. Troubleshoots routine network problems. Provides Tier II support and assists with Tier III support. Evaluates and follows through on issues and problems until resolved or escalated.

- Researches, recommends, specifies, and plans for large server hardware and software purchases in support of clients' overall goals.

- Reviews the accuracy of documentation of server support methods, procedures, and configuration.

- Implements new technology deployments and system integration testing.

- Performs annual security assessments. Designs system security measures, data backup, and protection methods. Develops disaster recovery plans for servers.

- Implements the evaluation of new technologies to determine their applicability to clients' needs.

- Assists project leader with developing 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 – Three years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of troubleshooting and problem-solving, client relations, requirement assessment and analysis, project management methodology, context and interrelationships, and the Information Technology Interface Library (ITIL).

Ability to – Ability to multitask and work cooperatively with others.

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 may supervise employees.

Other Requirements