

<b>Job Title</b>	Systems Administrator IV
<b>Job Code</b>	
<b>Exempt Status</b>	
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Systems Administrator IV, under direction, provides technical leadership and oversight for the deployment and delivery of enterprise-wide system administration projects or services. Participates in mentoring, training, and developing other employees.

### **Essential Duties and Responsibilities**

- Establishes standards for server administration based on regulatory requirements and input from stakeholders. Oversees routine audits of systems and software.
- Establishes protocols and processes for problem management and support. Continuously monitors effectiveness of established processes and protocols.
- Establishes standards for the development of large server hardware and software purchases.
- Establishes the standards and processes used to document server support methods, procedures, and configuration.
- Establishes enterprise level standards for the implementation of new technology deployments and system integration testing.
- Establishes procedures for compliance with enterprise and state information security regulations. Oversees and coordinates the development of disaster recovery plans.
- Oversees process for the evaluation of new technologies. Makes technical recommendations to executive leadership.
- Collaborates with project leaders and executive staff to develop work plan 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* – Eight years of related experience.

*Knowledge of* – Knowledge of word processing and spreadsheet applications. Knowledge of IT architecture, application of systems theory, advanced negotiation skills, enterprise-level operations, multi-team leadership and coordination, advanced project management, sourcing, advanced vendor relations, advanced business acumen, change management, and knowledge of the IT industry.

*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**