		Class Code:	60015833
CLASS SPECIFICATION		Date Established:	05/2006
		Last Reviewed:	01/2025
		Last Revised:	01/2025
		Last Title Change:	
		FLSA:	exempt
		Probation:	12 months

SENIOR TECHNOLOGY SYSTEMS ADMINISTRATOR

DEFINITION

Under general supervision, analyzes, plans, coordinates, and oversees the system administration duties and implementation of assigned projects concerning the County's computer server systems; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of systems administration experience, one year of which included file server, application server or database administration or design and implementation AND a bachelor's degree from an accredited college or university in computer information systems, or a closely related field; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

None.

DISTINGUISHING CHARACTERISTICS

This is the advanced level in the Technology System Administrator series and serves as a lead worker. Incumbents are primarily responsible for analyses, system planning and design, and serving as project manager and team leader for various projects.

SUPERVISION EXERCISED

Exercises lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage projects that involve the maintenance and upgrading of diverse enterprise level servers and peripherals; implement new servers and applications which include meeting with departmental staff to gather and analyze information, plan, coordinate with appropriate staff; establish timeframes, monitor and report progress and provide project documentation.

Establish security policies and manage various aspects of server security and advise management on various security related issues; install new security applications and procedures; monitor and audit server activity to prevent security intrusion.

Investigate, troubleshoot and resolve complex operating systems, database and software problems at the system and component level utilizing a variety of testing routines, tools and equipment.

Coordinate with vendors to implement the installation of proprietary equipment.

Research and develop recommendations for improvements to information systems performance, reliability and technology.

Write, test and document scripting languages used to improve administration of web, file server and databases.

Train and mentor Technology Systems Administrator I and II's on new procedures and technology.

Prepare written and oral presentations for user departments and Technology Services management staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:
Department and countywide policies, procedures and technology standards.

Principles of lead direction and training.

Functions and applications of County computer hardware and software as they relate to servers with divergent operating systems and their interaction and communications with PCs and network devices.

Job planning, budget monitoring, scheduling and prioritization techniques.

Project management techniques.

Ability to:
Train, lead, coach and assist in the development of staff members.

Read, interpret and apply regulations, policies and procedures.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:
Principles, theory, and practices of data processing; systems and database design; microcomputers, data communication systems, and troubleshooting system problems.

Open systems integration and security.

Networking systems.

Computer security.

PC, server, and network devices.

Electronic Mail software, Internet messaging, and messaging protocols.

Current industry standards and product availability in hardware and software.

Ability to:
Manage and coordinate projects.

Troubleshoot network communications problems.

Utilize diagnostic routines, tools, and equipment used in diagnosing and resolving application, database and file server computer problems.

Design, implement, and install application, database and file servers.

Analyze data and make appropriate recommendations.

Analyze problems and develop solutions as a series of logical steps.

Maintain awareness of current technology, trends and practices of the trade.

Make effective presentations, using a variety of visual aids and communication tools.

Read and understand diagrams of network systems.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS
Essential duties require the following physical skills and work environment.

Ability to lift 50 pounds. Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to use data processing and associated equipment.   Ability to work in an environment with controlled temperatures.

This class specification is used for classification, recruitment, and examination purposes. It is not considered a substitute for work performance standards.