

The University of Texas at San Antonio

Job Description

Job Title: Enterprise System Administrator
Code: 17500
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Office of Information Technology, Infrastructure Services
Reports To: Senior Enterprise System Engineer

Summary

- Function: Under supervision, responsible for the installation, testing, administration, and documentation of enterprise server software, including operating systems, shared components and application level protocols.
- Scope:

Duties

Typical:

1. Manages, tests, and provides support to multiple enterprise wide systems and servers in a data center environment.
2. Installs and supports enterprise-wide computing systems, and related infrastructure, e.g., Active Directory, BIND, CIFS, NFS, WINS, DNS, DHCP
3. Implements security for server protection and client access.
4. Analyzes server requirements from functional specifications.
5. Maintains hardware and application documentation standards in enterprise data center environment.
6. Coordinates changes to server applications, including upgrades, patches and fixes.
7. Schedules and performs installation and upgrades and maintains them in accordance with established Information Technology policies and procedures.
8. Monitors and tunes the system to achieve optimum performance levels.
9. Recognizes and troubleshoots problems with server hardware and applications.
10. Ensures data or media recoverability by implementing a schedule of system backups.
11. Supports media management through internal methods and procedures and through offsite storage and retrieval services.
12. Conducts routine hardware and software audits of servers to ensure compliance with established standards, policies, and configuration guidelines.

<p>13. Develops and maintains a comprehensive operating system hardware and software configuration database or library of all supporting documentation.</p> <p>14. Assists with special projects as needed.</p> <p>15. Knowledge of all Microsoft Office software and able to learn and use institutional software systems.</p> <p>16. Complies with all State and University policies.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Other duties as assigned.
<ul style="list-style-type: none"> •

Education

Required	Preferred
Bachelor's degree from four year college or university within area of assigned responsibility. Technical training and/or experience may be substituted for a degree on a year for year basis	N/A

Other Requirements

Required	Preferred
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand or walk. The employee must occasionally lift and move up to 40 pounds.	N/A

Experience

Required	Preferred
<p>Three years of experience with common server hardware architecture including servers, SANs, disk arrays, and network hardware or equivalent combination of education and Experience.</p> <p>Basic understanding of Operating Systems (e.g., Windows, Solaris, Linux, including processes, files, memory management and I/O systems; distributed information systems including 2 and 3 tier designs, and web based systems; networking services and protocols (e.g., TCP/IP, SSL, FTP, Telnet, LDAP).</p> <p>Basic understanding of IP networking, basic</p>	N/A

<p>routing, TCP ports and network services, including SSH, LDAP, SFTP and HTTP(S).</p> <p>Basic understanding of change control and configuration management, patch management, high availability systems, structured design and support methodologies.</p> <p>Ability to perform complex performance analysis including system processes, I/O subsystems, networks and other related components.</p>	
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Equipment

Required	Possible
Personal computer and standard office equipment.	

Working Conditions

Usual	Special
While performing the duties of this job, the employee is occasionally exposed to extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate.	Occasional travel may be required.

Supervision

Received	Given
Direct supervision from Senior Enterprise System Engineer.	None

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and

efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.