The University of Texas at San Antonio

Job Description

Job Title: Senior Systems Administrator

Code: 19311

Salary Grade: 63

FLSA Status: Exempt

Department/Division: Job Available in different departments/divisions

Reports To: In accordance with departmental policies

Summary

- Function: To provide professional technical analysis and support of the design, installation, testing, administration, and documentation of server hardware and software, including operating systems, virtual environments, shared components, and application level protocols.

- Scope: Responsible for oversight, management and maintenance of the day to day activities that support departmental systems and software.

Duties

- Typical:
    1. Configure and maintain servers, storage products, and applications.
    2. Document processes, procedures, and proposes improvements.
    3. Manage, test, and provide support to multiple systems and servers in a small data center environment.
    4. Analyze, design, evaluate, and optimize the performance and security of servers.
    5. Consult with vendors, faculty, and staff concerning projected enhancements to hardware, network capabilities, websites, etc.
    6. Monitor systems for optimal performance and efficiency.
    7. Coordinate routine maintenance, testing, and troubleshooting of databases, applications and server issues.
    8. Keep usage of the network within both legal and necessary functional boundaries.
    9. Perform emergency maintenance and recovery during failures or issues.
    10. Serve as team liaison.
    11. Manage projects and coordinate with OIT staff.
    12. Provide end-user support to staff members.
    13. Performs other duties as assigned.

• <u>Periodic</u>:
   1. Reviews and updates policies and procedures.
   2. Makes recommendations for the improvement, development and growth of system.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Computer Science or Information Systems Degree preferred.

Other Requirements

Required	Preferred
Demonstrated technical knowledge software systems specific to the user department.	In depth knowledge of VMware server and desktop virtualization implementation and maintenance.
Technological project management and/or coordination and experience supervising a professional team including evaluation, hiring and project management.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Six years of experience in server hardware architecture including servers (CPU, bus, memory), SANS, disk arrays, network hardware (e.g., switches, firewalls, VPNs). Knowledge of IP networking, basic routing, TCP ports and network services, including SSH, LDAP, SFTP and HTTP(S).	Experience with Learning Management System (LMS).
In depth understanding of Operating Systems (Windows and 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).	
Experience in programming system maintain tasks in Power Shell, C, Java, Perl, batch/shell, or other general purpose programming language.	

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions. Regularly drives to a variety of campus locations.	Occasional evening and weekend hours.

Supervision

Received	Given
General supervision from immediate supervisor.	Direct supervision of assigned staff.

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.