

ENTERPRISE SYSTEMS ADMINISTRATOR

NATURE OF WORK

This is responsible technical and administrative work involving the installation, maintenance and overall, on-going operation of the computer operating system and operating system components.

Work involves responsibility for modifying and maintaining the complex systems software components of server operating systems including advanced virtualization and clustering software, database server software and support packages. Work also includes configuration and management of storage area networks, capacity planning, resource measurement and reporting, evaluation of new systems software packages, and problem assistance and resolution for information services personnel. Work may also be assigned to the database systems administration function to include maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design and intersystem communications. Work is performed under the general supervision of the Technical Support/Operations Coordinator.

EXAMPLES OF WORK PERFORMED

Installs, modifies, and maintains the system software of virtualized, high availability infrastructure and redundant clustered systems.

Installs, modifies, and maintains the system software of operating systems and operating systems components supporting enterprise-wide services and security.

Configures and deploys compute infrastructure and system platforms on cloud services.

Provides administration and monitoring of storage area networks, data backup and recovery solutions.

Participates and provides recommendations in the evaluation of new systems software packages and new hardware.

Prepares utilization and system performance reports and statistics.

Maintains complex systems software utility packages and compilers.

Designs, implements, and maintains complex databases with respect to performance, organization, security, and usage guidelines.

Installs, modifies, maintains, and monitors performance of the system software of database systems.

Researches and resolves problems reported by other sections of the Information Services Division.

Advises other information services personnel in methods and use of system software.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of communications software and networks.

Considerable knowledge of systems analysis, programming and related functions performed by information services personnel and customers and the ability to analyze and resolve problems with same.

Considerable knowledge of systems software installation and maintenance.

Considerable knowledge of capacity and configuration planning and reporting.

Considerable knowledge of database systems and technology.

Ability to establish and maintain effective working relationships with information services personnel and customers.

Ability to manage multiple responsibilities concurrently.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in computer science, computer information systems or related field plus four years of experience in systems programming or technical support activities in a large system environment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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