

SENIOR SYSTEMS ADMINISTRATOR

GENERAL STATEMENT:

The Senior System Administrator is responsible for the coordinating the design, planning, implementation, management, maintenance, support, configuration and security of the TVCC server network including Windows infrastructures, SAN environment, virtual server environment and cloud services used to support the technology services offered at TVCC to support the mission of the college.

REPORTS TO:

Vice President of Information Technology Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelors degree preferred, Associate degree, certificate, related experience, or equivalent.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

The Senior System Administrator will have extensive experience in implementing and supporting large scale Windows systems, storage systems, virtual environments and disaster recovery system. They configuring networking and security, applying system security fixes and implementing Windows server based applications.

The Senior Systems Administrator will have, or be working towards, professional standing with regard to the area of service provision to which they are appointed. It will be the responsibility of the post holder to ensure that their skills and knowledge are appropriately relevant and maintained through self-study, vendor seminars and relevant training opportunities.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Implement and support large scale Windows systems, configuring networking and security, and applying system patches and security fixes.
- Responsible for coordinating the design, planning, implementation, management and support of the Windows infrastructure including Active Directory, DNS, NTP, DHCP, WINS, etc.
- Work closely with Windows System Administrators and other teams and service groups in planning new services (or enhancements to existing services) and in specifying the systems to support them.
- Install, configure and administer the operating system and services on Windows server systems.
- Where required, report on the status of existing systems, ongoing projects and developments to the Vice President of Information Technology.
- Implement secure networking policies that ensure Windows systems are maintained at the appropriate system patch and security fix levels.
- Design and configure the Active Directory schema used within the TVCC network environment.
- Specify and design new Windows based services and the systems to support them.
- Adopt a flexible approach to working on different systems and services.
- Plan, implement and configure event monitoring and alerting for servers and services.
- In conjunction with other staff, plan and propose the expansion of storage and backup services to accommodate the growth targets provided by the business groups and other teams within IT Services and the College.

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- Monitor the performance and availability of centralized SAN storage and publish/provide relevant statistics as required. Provide pre-emptive and reactive follow-up.
- Develop and maintain skills in the area of Windows scripting so that operational efficiency can be raised by eliminating repetitive tasks.
- Design and plan SAN storage, business continuity and disaster recovery solutions for Windows systems and services.
- Design and configure the virtualized environment at TVCC.
- Plan, implement and support SQL databases and database management tools.
- Plan, install, administer and support Windows based IIS web services, associated databases, etc.
- Troubleshoot SQL database problems and optimize performance where necessary.
- Assist in designing and planning backup/recovery, business continuity and disaster recovery strategies for user files, SQL database services, Email services and associated IIS web services.
- Design, implement and support highly available storage and backup solutions for business and other College data as appropriate.
- Proactively monitor SQL Server using the appropriate monitoring tools and scripts.
- Ensure database configurations and operational procedures for associated services are comprehensively and accurately documented.
- Understand the different versions of Windows server, SQL server and Exchange server and be able to recommend the most appropriate version for a particular scenario.
- Responsible for design and continued support of the backup/recovery solution, business continuity and disaster recovery aspects of user files, SQL database services, Email services, associated IIS web services and other mission critical services offered to support the mission of TVCC.
- Acquire and maintain skills in the Windows and related technology areas.
- Evaluate and develop new technologies in the Windows server arena that will aid the College in developing new services.
- Develop and maintain skills in the area of Windows scripting so that operational efficiency can be raised by eliminating repetitive tasks.
- Continually enhance personal skills and where appropriate, make use of new technologies to achieve improvements in efficiency and cost effectiveness Windows infrastructures and related areas, e.g. virtualization/consolidation, etc.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to lift, push, or pull 30 lbs.
- Entails climbing a ladder.
- May require travel to and from campuses.
- May require work after hours.
- May be required to be on call at night and weekends.
- Physical mobility sufficient to be able to service PCs and other equipment installed under desks and in wiring closets.
- Repetitive hand motions and prolonged use of computer.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 10/01/2008

Revised: 09/27/2011

JD466