

SYSTEMS ADMINISTRATOR

GENERAL STATEMENT:

The Windows System Administrator is responsible for the installation, maintenance, support, configuration and security for all Windows Server services offered at TVCC.

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 Windows System Administrator will have experience in implementing and supporting large scale Windows systems, configuring networking and security, applying system security fixes and implementing Windows server based applications.

The Windows 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 community activities and supplier events.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Install, configure and administer the operating system and services on Windows server systems.
- Implement secure networking configurations and ensure Windows systems are maintained at the appropriate system patch and security fix levels.
- Configure Windows servers to use Active Directory for authentication.
- Specify and design new Windows based services and the systems to support them.
- Implement and support all services for eCourse (course management system).
- Install and monitor all antivirus protection software for all computer system (server and workstations) connected to the TVCC network.
- Install, configure, and monitor all anti-spam systems to ensure the proper flow of email into and out of College.
- Plan, implement and configure event monitoring and alerting for servers and services.
- Plan, implement and support SQL databases and database management tools.
- Troubleshoot SQL database problems and optimize performance where necessary.
- Plan, install, administer and support Windows based IIS web services, associated databases, etc.
- Ensure database configurations and operational procedures for associated services are comprehensively and accurately documented.
- 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.
- Assist in the maintenance of the TVCC active directory domain.

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- 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.
- Implement and configure event monitoring and alerting for servers and services.
- Be responsible for the backup/recovery, business continuity and disaster recovery aspects of user files, SQL database services, Email services and associated IIS web services.
- Document database configurations and provide operational procedures for SQL databases and associated services.
- Develop and maintain skills in the area of Windows scripting so that operational efficiency can be raised by eliminating repetitive tasks.
- 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

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: 08/14/02

Revised: 8/1/11

JD465