SYSTEMS ADMINISTRATOR

GENERAL STATEMENT:
The System Administrator is responsible for the installation, maintenance, support, configuration and security for all Server-based services offered at TVCC.

REPORTS TO:
Director of Systems Support Services

OCCUPATIONAL GROUP:
Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:
Bachelor's degree preferred, Associate degree, certificate, related experience, or equivalent.

LICENSE OR
CERTIFICATION:
None

EXPERIENCE:
The System Administrator will have experience in implementing and supporting large-scale OS systems, configuring networking and security, applying system security fixes and implementing server based applications.

The 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 OS server systems.
- Implement secure networking configurations and ensure OS systems are maintained at the appropriate system patch and security fix levels.
- Configure Windows servers to use Active Directory for authentication.
- Install, configure, and maintain domain services including but not limited to DNS, DHCP, NTP, and group policy.
- Assist in the design of new server based services and the systems to support them.
- Implement and maintain VMWare virtualized environment by utilizing Dell and Cisco based servers.
- Install, maintain, and upgrade Cisco UC chassis blades.
- Install and monitor all antivirus protection software for all computer systems (server and workstations) connected to the TVCC network.
- Install and manage Microsoft SCCM environment, including software package upgrades and deployment.
- Install and manage email archiving hardware and software.
- Install, configure, and monitor all anti-spam systems to ensure the proper flow of email into and out of College.
- Install and manage Exchange email environments.
- Assist in managing and patching ERP servers.
- Assist in managing service desk and asset management.
- Assist in managing remote support services.
- 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.

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- 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 including upgrades of Windows domain servers.
- Acquire and maintain skills in Windows and related technology areas.
- Evaluate and develop new technologies in the OS 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 is raised by eliminating repetitive tasks.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information
- Work assigned schedule and comply with timekeeping policy.

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: 09/06/18*

JD465