

METRO

Classification Description

Title: Systems Administrator IV

Bargaining Unit: AFSCME 3580

Job Code: 0072

Established: July 2001

Pay Range: 22

Revised: 2007

FLSA Status: Exempt – Professional, Computer

Classification Summary:

Provide the most advanced support for the organization and/or agency to ensure effective utilization and proper management of network operations. This is the highest level in the Systems Administrator job classification series.

Supervision Received:

Supervision is received from the Program Supervisor.

Supervision Exercised:

May provide lead direction over lower level system administrators.

Distinguishing Features:

This is the fourth and highest level of the Systems Administrator job classification series. Employees in this classification are experts in the field of network operations. Incumbent is viewed as a knowledgeable resource by others, within the department and externally. May be asked to lead projects and/or people.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Leads, instructs, directs and checks the work of other systems administrators.
2. Designs/implements complex local and wide-area networks of machines.
3. Manages large site or network.
4. Establishes/recommends policies on system use and services.
5. Performs all network infrastructure quality assurance reviews.
6. May also act as a project leader for projects with small budgets or limited duration.
7. Makes recommendations for purchase or upgrade of data networks.
8. Has purchasing authority and responsibility for purchase justification.
9. Negotiates and places orders with common carriers.

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Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

Bachelor's Degree and 5-8 years of related professional experience; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Possess and apply a comprehensive knowledge to the completion of difficult assignments
2. Diverse experience in a variety of operating environments
3. Will typically have an advanced professional certification
4. Ability to work with vendors and external consultants on technical, cost, and quality issues for enterprise applications
5. Ability to act as a project manager to resolve specific complicated issues involving a variety of resources
6. Ability to provide direction to lower level staff, and to coordinate teams of individuals
7. Ability to communicate effectively both orally and in writing

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position requires continuous and/or frequent standing, walking, fingering, talking, repetitive motions of hand/wrists, hearing, and handling. Also requires occasional stooping, crawling, reaching, feeling, and repetitive motions of feet, sitting, bending, kneeling and the ability to lift and/or carry up to 25 pounds.