Title: Computer Systems Administrator Lead

Pay Scale Group: 72 F

Essential Function

Under general supervision from a designated administrator, responsible for large-scale operating systems and database management systems that typically serve the entire campus or large multi-unit departments; provides support for installing, maintaining, and modifying operating systems, database management systems, utilities, and related software.

Characteristic Duties

Ensure operating systems software is properly installed, tested, and tuned to maximize operating efficiency; ensure the availability, integrity, and reliability of assigned systems;

Assist in developing and implementing plans for fully integrated systems, including operating systems, network systems, database systems and applications;

Assist in developing plans, schedules, and requirements for the installation and maintenance of new and/or revised software;

Install, configure, and tune operating systems software for optimal performance;

Assist in system integration with other systems;

Evaluate and recommend hardware and system software procurement;

Assess the impact of new software on existing systems and users and develop modification plans as needed;

Plan and implement upgrades and modifications to systems configuration to improve utilization based on analysis of application and production requirements;

Plan system capacity and develop expansion plans; allocate and organize data storage;

May write and develop efficient software and code for operating systems;

Serve as an expert resource to others; serve on committees and projects;

May have 20% of their effort in research or teaching in a college unit which requires a combination of in-depth subject matter expertise and excellent communication and presentation skills with the ability to explain difficult technical material clearly and patiently; serves as a technical or team lead by providing guidance and direction to other analyst; responsible for reviewing and inspecting the work of other analysts;

Other duties as assigned.

Minimum Qualifications

Master’s degree in Computer Science, Information Technology, Computer Engineering, or a relevant degree and seven (7) years related experience -OR- a Bachelor’s degree with five (5) years’ experience -OR- an Associate’s degree with six (6) years’ experience; -OR- nine (9) years’ experience. Experience and/or training include advanced level experience. Possesses broad and deep knowledge of own area and related areas and contributes advanced knowledge, skill, and expertise.