Classification Specification for
Unclassified Service

Title: Computer Systems Administrator I

Pay Scale Group: 71 C

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;

Analyze, troubleshoot and resolve system hardware, software and networking issues;

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;

Assist in evaluating hardware and software; recommend hardware and system software procurement;

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

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

Assist in planning system capacity and developing expansion plans; allocate and organize data storage;

Performing system backups and recovery;

Conducting server builds;

Other related duties as assigned.

Minimum Qualifications

Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or related degree; -OR- an Associate’s degree with two (2) years’ experience; or four (4) years of basic to intermediate level computer hardware related experience. Possesses working knowledge of commonly-used concepts, practices, and procedures and contributes through support, using established processes, methods, and systems.