**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.

Updated 4-3-15