

## YECA

## Position Description

Position: System Administrator	
Department: Information Technology	FSLA: Exempt
Reports to: Information Technology Manager	Salary Grade:

### **Summary**

Performs a variety of complex technical duties that include configuring servers, SANS, routers, and firewalls, and configuring and maintaining both a Microsoft Active Directory network and a VMware vSphere environment. Provides 24/7 support for systems by sharing an on-call rotation with other support personnel.

### **Distinguishing Characteristics**

The System Administrator is a senior level position that performs duties under the general direction of the Information Technology Manager. Incumbents perform complex technical troubleshooting and installations, and may provide project management oversight and project progress reports to the Information Technology Manager. The incumbent will provide training to the Information Technology Specialist.

### **Essential Duties and Responsibilities**

- Capable of performing, without supervision or guidance, all of the duties of the Information Technology Specialist, and;
- Installs, configures, and maintains switches, routers, and firewalls;
- Installs, configures, and maintains a Microsoft Active Directory network, a VMware vSphere network, and all ancillary hardware and communications software within both a LAN and WAN;
- Performs complex database queries and reports;
- Installs, configures, maintains, and monitors workstation and server security systems;
- Provides security oversight for all devices that connect via WAN to the California State Department of Justice;
- Research, monitor, and report on CLETS access and usage, and the use of CHAT, MAIL and similar communications within various Public Safety Systems;
- Provide oversight for the installation and support of the radio, microwave, and subsystems in use at YECA and attends various meetings;
- Provides training and acts as lead to the IT Specialist position;
- Performs other duties as assigned that support the overall objective of the position;

## **Qualifications**

### **Knowledge and Skills**

The position requires advanced technical knowledge of the practices, techniques, and methods of network systems installation, configuration, and maintenance. Requires a strong working knowledge of networking protocols, network and database management systems, and security practices. Requires a strong working knowledge of servers and storage in a virtual environment. Working knowledge of radio systems is required. Working knowledge of the OSI model is required. Must communicate effectively with end-users, vendors, and technical staff.

### **Abilities**

Must be able to perform all of the relevant duties of the position with general supervision. Must be able to operate and configure a variety of computer workstations, servers, operating systems, and network infrastructure. Requires the ability to analyze complex technical problems and to develop and apply appropriate solutions. Ability to read, understand and apply information from technical manuals and prioritize work in order to meet deadlines and maintain schedules.

### **Physical Abilities**

Position involves light to medium walking, standing, stooping carrying and lifting of light weight materials (under 25 pounds). Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations with small groups.

### **Education and Experience**

Candidates must meet one of the following experience and education requirements:

- Experience equivalent to three years in the position of IT Specialist and possess education equivalent to the completion of four years of college-level coursework in a technical field, or
- Experience equivalent to five years in the position of IT Specialist and possess education equivalent to the completion of two years of college-level coursework in a technical field.
- In addition to the experience and education requirements, possession of at least one valid industry-recognized certification from any of the following vendors is highly desirable: CompTIA, Microsoft, VMware, Cisco, Juniper, Citrix, or Project Management Institute

### **Licenses and Certificates**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.