

# Systems Administration: Sr. Systems Administrator

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Maintains smooth operation of multi-user computer systems, including coordination with network engineers. Duties may include setting up administrator and service accounts, maintaining system documentation, tuning system performance, installing system-wide software and allocating mass storage space. Interacts with users and evaluates vendor products. Makes recommendations to purchase hardware and software, coordinates installation and provides backup recovery. Develops and monitors policies and standards for allocation related to the use of computing resources.

## **Knowledge**

Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.

## **Problem Solving**

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

## **Discretion/Latitude**

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

## **Impact**

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

## **Liaison**

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.

## **Work Products**

Consults with users and evaluates business requirements, recommends designs, provides cost analyses, plans projects, and coordinates tasks for installation of data networks. Installs, maintains, configures, troubleshoots and upgrades network components and desktop hardware. Analyzes and resolves technical problems for established networks to ensure that systems operate with adequate performance and security. Plans, tests, recommends and implements network and server infrastructure to improve performance, reliability or availability for the company.

## **Minimum Education and Experience**

10+ years directly related experience with Bachelor's Degree in Information Technology, Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.