

Systems Administration: Systems Administrator Manager

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

Develops advanced concepts, techniques and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.

Problem Solving

Develops solutions to problems of unusual complexity that require a high degree of ingenuity, creativity and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions.

Discretion/Latitude

Works under consultative direction toward long-range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.

Impact

Decisions affect the financial, employee or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

Liaison

Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities and long-range goals and objectives

Work Products

Provides leadership in new technologies. Determines and provides necessary documentation to ensure new technologies solve appropriate business issues. Performs network design and acts as a network project manager when coordinating activities relating to system configurations, upgrades and/or installations. Ensures that assigned systems operate with adequate performance and security. Establishes user profiles, user environments, directories and monitors and ensures the security of networks begin installed. Responsible for ensuring the continuous operation of IT systems and application software within the company. Responsible for performing back-ups of company-wide information data and coordinates proper storage of back-up tapes.

Minimum Education and Experience

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