## COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE:                            SYSTEMS ADMINISTRATOR

PAY GRADE:                        T-5

OVERTIME STATUS:            EXEMPT


MAJOR RESPONSIBILITY:
Responsible for effective provisioning, installation, configuration, operation, and maintenance of server hardware, software, and related infrastructure.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: A.S. in computer science including courses in network administration or a related degree or minimum of five years' work experience with PC computer systems required.

2. Years of experience in field: Minimum of three years' experience required, combining the following areas: evaluation, installation, and maintenance of PC computer systems; analysis of office systems; technical writing or editing; computer education or training. A minimum of two years' experience in network support required.

3. Special skills or abilities related to position: Must possess good oral and written communications skills. Ability to establish and maintain effective work relationships with department officials and other employees. Ability to work on multiple projects independently or as part of a term. Ability to understand and adopt new methods, procedures and technologies. Experience with VMWare, Microsoft server, SQL database server, SharePoint and Active Directory is preferred.

ESSENTIAL JOB FUNCTIONS:

1. Train users in the operation of network applications, including one-on-one training sessions and formal classroom training.
2. Administer and upgrade servers and databases.
3. Administer and manage college wide enterprise messaging systems and infrastructure both at the college and in the Cloud.

Revised 7-28-20
Revised 1-2-20 - Reorg. Title changed from NETWORK/SERVER SUPPORT SPECIALIST
Revised 9-22-11 - Title changed from PC Specialist/Network Support
Revised 4-15-11; Revised 5-21-03

ESSENTIAL JOB FUNCTIONS (Continued):

4. SQL Server administration and management. Maintain configuration and backups for college wide applications that rely on SQL.
5. Application administration and management of Postal Systems, Razors Edge and CF Foundation constituent databases, Black Baud, and point of sale systems.
6. Administration and management of Active Directory, SharePoint, and VMware systems.
7. Keep abreast of new software programs and software upgrades coming on the market.
8. Assist in the re-configuration of college technology to accept new software, and/or restructure functionality to improve efficiency.
9. Evaluate hardware and software requirements for specific applications.
10. Communicate with vendors regarding computer hardware and software.
11. Diagnose and troubleshoot network related computer and printer problems.
12. Troubleshoot network problems and perform routine network administrative tasks under direct supervision. Assist network engineer in installation of upgrades to equipment and software. Assist network engineer with maintaining network security and ensuring system backups are reliable.
13. Perform other duties as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Primarily works in an office environment.
- Works outside in various weather conditions.

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ENVIRONMENTAL CONDITIONS (Continued):

- Travels around campus and to other college locations.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:        Ocala Campus

SUPERVISOR OF POSITION:         Information Technology Manager