



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Associate Systems Administrator _____	NEW: X _____ <small>(Please check one)</small>	REVISED: _____
REPORTS TO: Systems and Support Manager _____	FLSA: Exempt _____	DATE: 08/2021
DEPARTMENT: Information Technology _____	JOB CODE: 202	

SUMMARY:

With supervision, installs and maintains enterprise servers, personal computers, network hardware, software systems, and operating systems, and provides technical assistance, training, and support to all system users.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assist with designing, testing, implementing, and maintaining enterprise-class servers and network infrastructure. Serves as a primary resource for the IT Helpdesk, Systems Support Analysts, and Programming staff in the development, implementation, administration and maintenance of information systems, computer programs and software applications.

Assist in performing enterprise capacity planning and performance tuning for technology systems; serves as a resource for disaster recovery on an enterprise level; maintains assigned systems related to backup and recovery processes; assists with security monitoring and developing response plans.

Develops written technical documentation, internal operating procedures, and technical manuals, including instructions; conducts training programs covering infrastructure for other IT staff; updates technical manuals, training manuals, and system documentation.

Installs and maintains application software and computer hardware; provides technical assistance to systems support staff in accordance with applicable information systems

policies, procedures, methods and techniques; troubleshoots and rectifies application software problems; evaluates new software and hardware and recommends changes as needed.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of the principles and practices of computer science.
2. Knowledge of personal computer hardware and software, and computer networks.
3. Knowledge of Boone County policies and procedures.
4. Knowledge in planning, organizing and managing projects.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

MINIMUM QUALIFICATIONS:

CompTIA A+ Certification. Current CompTIA Network+, OR Current CompTIA Server or ability to obtain certification within six months; High school diploma or G.E.D. and five years of computer systems support or design experience. Must have clear criminal record (excluding traffic violations).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.