



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>System Administrator</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Supervisor, Systems Analyst</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Information Technology</u>	<b>JOB CODE:</b> 202	

### DEFINITIONS:

Receives supervision from higher level IT Supervisory Staff, maintains administrative and public safety servers, operating systems, network services and software packages in supporting the County's computer infrastructure.

**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.)*

Perform a variety of professional level duties to support information technology systems and programs in assigned areas; design, test, implement and maintain enterprise class servers and network infrastructure; serve as 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.

Perform enterprise capacity planning and performance tuning for technology systems in assigned areas; serve as primary resource for disaster recovery on an enterprise level; lead and maintain all systems as it relates to backup and recovery processes; perform security monitoring and develop response planning for assigned areas.

Develop written technical documentation, internal operating procedures, and technical manuals including instructions; conduct training programs on infrastructure for other IT staff; update technical and training manuals as required.

Install and maintain application software and computer hardware; provide technical assistance to systems support staff in accordance with applicable information systems policies, procedures, methods and techniques; troubleshoot and rectify application software problems; evaluate new software/hardware and recommend changes as needed; prepare and update technical manuals and system documentation.

Participate in the evaluation and testing of system upgrades; install or upgrade systems software applications as directed; troubleshoot hardware and software related problems; coordinate and document testing for new or revised system software; assist in deployment of new applications in assigned areas.

Coordinate maintenance and repair with information technology or vendor staff.

Prepare project cost estimates and justification for new or enhanced system modifications; may prepare requests for proposals for vendor services.

Perform quality assurance duties; review new systems software for compliance with applicable quality assurance standards before implementation.

Create various reports, charts and other datasets from multiple layers of data stored in the County's databases; assist in database maintenance and quality control.

As assigned, perform database administration duties; provide support to programming staff in planning, designing and implementing application databases.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information technology.

Perform related duties and responsibilities as needed.

**KNOWLEDGE AND SKILL:**

1. Advanced theories and applications of computer science.
2. Advanced principles of server hardware and software components.
3. Advanced principles of network hardware and software components.
4. Advanced methods and techniques used in the installation, trouble shooting and maintenance of software applications.
5. Advanced methods and techniques used in the installation, trouble shooting and maintenance of computer hardware and networking systems.
6. Advanced understanding of operational characteristics of various computer programs, networks, and programming languages.
7. Good knowledge of Boone County Government policies and procedures.

**PHYSICAL REQUIREMENTS**

- Required to use close vision and be able to focus.
- Regularly required to talk, listen and sit.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Must be able to lift up to 50 pounds and push/pull up to 150 pounds.
- Regular attendance is a necessary and essential function.

**MINIMUM QUALIFICATIONS:**

CompTIA A+ Certification, Current CompTIA Network+ and Current CompTIA Server+ or ability to obtain certification within six months; High school diploma or GED and five years of computer systems administration or network maintenance and design experience; must have clear criminal record (excluding traffic violations).

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

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