

SYSTEMS ADMINISTRATOR

Definition:

Under direction, plan, operate and maintain the electronic data processing system including both hardware and software and related networks, transmission and storage equipment and media and perform related duties as required.

Distinguishing Characteristics:

This is a single position mid-management exempt class. The position exercises day-to-day management of the Agency's information system including hardware and software. It requires knowledge of IBM AS400 mid-range computer operations and RPG programming as well as personal computers and LAN/WAN components and operations and maintenance. The duties are generally in an office environment with occasional work outside. They frequently require working around machinery with moving parts and occasional exposure to electrical energy. The duties also require frequent reaching, manual manipulation of controls and keyboards and sitting for long periods on a regular basis. The position requires regularly walking, and occasional bending, stooping, kneeling, and lifting and carrying up to 50 lbs.

Examples of Duties:

- plans, organizes and supervises the operation and maintenance of the electronic information processing systems of the Agency;
- programs computer equipment using RPG, COBOL, Basic, Delphi, and Java programming languages and protocols;
- operates IBM AS400 mid-range computer and personal computers in a Novell LAN/WAN;
- reviews assesses and recommends action on computer related purchases;
- writes reports using IBM query, HTE software and various pc software programs;
- prepares IS budget;
- supervises technical personnel including evaluating performance and scheduling work, taking disciplinary action when appropriate;
- assess and evaluate system performance and take necessary steps to improve or optimize;
- maintain system security;
- document system performance or security issues;
- coordinate with software and hardware vendors and ensure contract compliance;
- plan, prepare and maintain backup and recovery plans and procedures;
- train staff and users in proper procedures and protocols;
- troubleshoot hardware and software problems;
- maintain computer supplies;
- review and evaluate computer training programs;

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- plan for future information system needs and recommend appropriate modifications and upgrades;
- analyze system requirements;
- analyze user needs requests;
- anticipate potential problems and develop appropriate measures to address them;
- perform related duties as required.

Qualifications:

Knowledge of:

- RPG, COBOL, CC+, Delphi, Java and Basic programming;
- operation and maintenance of IBM AS400 mid-range computer and personal computers;
- LAN/WAN system;
- Internet operations & telecommunications;
- SCADA systems;
- principles of supervision, budget development and administration;
- Novell Network software;
- typical PC and Internet software;
- principles of training;
- basic electricity and electrical safe work practices;
- contract administration.

Ability to:

- operate and maintain IBM AS400 mid-range computer, personal computers, servers and network equipment and software;
- program in RPG, COBOL, CC+, Delphi, Java and Basic;
- train staff and users in appropriate procedures and protocols;
- establish and maintain system security;
- analyze system performance and develop strategies to improve or optimize system operations;
- schedule, supervise and evaluate the performance of subordinates;
- analyze user needs and develop plans to meet those needs;
- develop budget and operate within it;
- plan, organize and implement system changes;
- develop and maintain Internet applications and web page;

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- anticipate potential problems and develop plans to avoid, mitigate or overcome them;
- develop and maintain effective relationships with vendors and users;
- administer contract requirements effectively;
- analyze problems and develop and implement reasonable solutions;
- read and understand complex contracts and operation manuals;
- communicate effectively both orally and in writing;
- investigate, analyze and resolve user problems quickly and effectively.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills, and abilities listed above. These would normally be acquired by completion of the requirements of a bachelor's degree in computer science and five years of experience in programming, system analysis or related field including at least two years of IBM AS400 experience and two years of supervisory experience or an equivalent combination of education, training and experience

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.