

## Champaign County Job Description

**Job Title:** Systems Administrator  
**Department:** Information Technology  
**Reports to:** Information Technology Manager  
**FLSA Status:** Exempt  
**Grade Range:** I\*  
**Approved Date:** August, 2009

**SUMMARY** Functions as a member of the County's technical team, installing new software releases, system upgrades, evaluating and installing patches and resolving software related problems. Responsible for system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Work is performed under the supervision of the Information Technology Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Works with team members in the planning and delivery of solutions; teaching improved processes; mentoring team members.

Reviews technology incidents to ensure optimized service level is achieved.

Establishes system specifications by conferring with users; analyzing workflow, designing system infrastructure.

Establishes system by planning and executing the selection, installation, configuration, and testing of PC and server hardware, software, LAN and WAN networks, and operating systems; defining system and operational policies and procedures.

Maintains system integrity by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, networks and operating and system management systems; designing and running system load/stress testing; escalating application problems to vendor.

Works with Security Analyst to develop system access, monitoring, control and evaluation; establishing and testing disaster recovery policies and procedures; completing back-ups; maintaining documentation.

Prepares users by designing and conducting training programs; providing references and support.

Upgrades system by conferring with vendors and services; developing, testing, evaluating, and installing enhancements and new software.

**SUPERVISORY RESPONSIBILITIES** This job has no direct supervisory responsibilities.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND/OR EXPERIENCE** Associate's Degree or equivalent from a two-year college or technical school and 1-3 years of experience in government systems design and programming.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS** to perform this job successfully, an individual should have knowledge of Project Management software and Word Processing software.

**CERTIFICATES, LICENSES, REGISTRATIONS** 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is moderate.