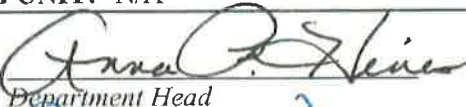
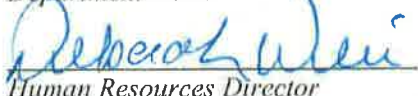


**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION NUMBER: POSITION TITLE: IT SYSTEMS ADMINISTRATOR EMPLOYEE NAME: EMPLOYEE NUMBER:	PAY GRADE: A018
DEPARTMENT: IT REPORTS TO: IT Infrastructure Manager BARGAINING UNIT: N/A	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED:  <i>Department Head</i>  <i>Human Resources Director</i>	<u>10-4-10</u> <i>Date</i> <u>10/5/10</u> <i>Date</i>

I. PURPOSE SUMMARY. Design, install, maintain, and repair network data/voice systems; act as project manager in the network design and engineering phases of a project; and provide consultation for complex technical problems.

II. ESSENTIAL DUTIES.

1. Coordinate and manage complex projects, involving multiple groups, departments, and/or vendors, in the installation, repair/maintenance, upgrade, or performance monitoring of Local Area Network or Wide Area Network server systems.

- A. Provide technical support to functions and activities of the work unit.
- B. Communicate findings to the supervisor and make recommendations.

2. Monitor and manage the network system performance for problems and security violations.

- A. Coordinate and process security requests.

3. Examine and test new programming tools, products and procedures to evaluate their effectiveness with existing systems.

4. Troubleshoot network problems at all levels of the communications system including physical wiring, hardware or software failure and communications protocol problems, and takes appropriate action to resolve such problems.

5. Install, repair/maintain, de-bug, and upgrade a full range of data/voice systems.

- A. Provide network maintenance services including upgrades.
- B. Restock equipment for improved performance and more efficient use of space for communication gear.

6. Know and abide by all department and county policies and procedures.

III. ADDITIONAL DUTIES. Other job-related duties as assigned.

IV. QUALIFICATIONS.

B. Experience. Two years in UNIX systems and network administration.

C. Education/Experience substitution. In accordance with County policy, relevant education and experience may be substituted one for the other on a year-for-year basis.

D. Licenses/Certifications. N/A.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass NCIC and background checks.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

The principles and techniques of complex programming and systems analysis; data communications systems, local area networks and wide area networks; Oracle 8.0 or higher, Unidata NT and Netware; hardware maintenance, document imaging systems and Geographical Information System (GIS); various computer operating systems, including UNIX, and applicable programming languages.

Skilled in:

Project planning and management methods and techniques.

Business English, spelling, grammar, punctuation, and basic arithmetic.

Ability to:

Install, maintain and repair communications systems; coordinate and participate in systems analysis, design, and programming; analyze data and develop logical solutions to complex programming problems; accurately identify and evaluate client software needs and requirements; communicate effectively, in oral and written form; and establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and the scope of assignments. The employee determines the most appropriate principles, practices, and methods to apply, resolves most of the conflicts that arise, and keeps the supervisor informed of progress and of potentially controversial matters.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems.

4. PHYSICAL DEMANDS.

While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasional, fifteen (15) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

5. WORK ENVIRONMENT.

Essential duties are performed indoors the majority of the time under normal controlled temperature conditions.

Work surface is even, carpeted, tiled and/or a concrete floor.

6. SUPERVISORY RESPONSIBILITY.

None. The position is responsible for its own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

POSITION NUMBER: EMPLOYEE NAME: EMPLOYEE NUMBER:

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *Date*