JOB DESCRIPTION

COCHISE COLLEGE

Position Title: Senior Systems Administrator

Department: Technology Services	**Employment Category:** Administrative Staff
Primary Location: District-wide Based on the Sierra Vista Campus	**FLSA Classification:** Exempt **Remote Eligible**: No
Parameters: Full-time; 12 months/year	**Pay Grade:** AS16

Position Summary: The Senior Systems Administrator is responsible for managing the day-to-day information technology systems operations within the district supporting administrative and student systems, including administering all aspects of the Windows server based infrastructure with an emphasis in Active Directory and G Suite for Education administration, ensuring safety, security integrity and disaster recovery capability, performing systems and applications analysis/design providing a variety of innovative solutions to complex issues.

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

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Manages server, applications and systems security, data safety and integrity, and disaster recovery; develops and implements bulk data import/export procedures; oversees multiple servers, systems and applications located on prem as well as cloud based and ensures proper integration of these components with existing college computer systems

Troubleshoots networks, servers, systems, and applications to identify and correct malfunctions and other operational issues; performs installation, maintenance and training, and user support; provides technical and support to administrative users; assists with telephone troubleshooting and repair

Plans and implements system security policies, group policies, host and client access, file permissions, and user accounts; conducts growth analysis and capacity planning; plans and coordinates projects to meet future needs; assists in the development of capital and operating budget proposals

Develops, maintains, and reviews technical documentation to include but not limited to standard configurations, as-built configurations, and standard procedures.

Responsible for the proper configuration of data and system backups and periodically verifies.

Assures systems, applications and servers meet configuration, compliance and other applicable requirements and are maintained to those requirements.

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Researches, evaluates purchases, installs, configures, and troubleshoots all hardware, peripherals, and equipment necessary to meet integrated systems objectives.

Leads and participates on technology project teams ensuring assigned project responsibilities are delivered within project constraints.

Monitors emerging technology developments and identifies innovations to support the District.

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:
Bachelor's degree in computer science, information technology or related field from a regionally accredited institution of higher learning recognized by the US Department of Education
Four years' related experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:
Knowledge of and ability to follow college policies and procedures
Knowledge of current information technologies including but not limited to word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and Google Apps
Knowledge and understanding of LAN administration in a secure environment
    Knowledge of systems growth analysis and capacity planning processes and
    techniques Knowledge of cost analysis and budgeting procedures
Knowledge of data security and disaster recovery systems and procedures
    Knowledge of systems security protocol, policies, and procedures
Knowledge of a broad range of relevant multi-user computer systems, applications, and/or
    equipment Knowledge of data and voice systems administration
Skill in project management, time management, and initiation and execution of
    tasks Skill in presenting ideas and concepts orally and in writing
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to communicate technical information to non-technical personnel
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

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Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Infrastructure and Network Services