

SYSTEMS ADMINISTRATOR TRAINEE

DEFINITION

To install and maintain systems software products; to administer telecommunications systems; to backup Database Administrator, and to maintain the security and integrity of the database files and systems libraries.

DISTINGUISHING CHARACTERISTICS

The class of Systems Administrator Trainee is the entry level for the Systems Administrator series. The incumbent in this position is responsible for less complex projects with careful and continuous supervision provided by the appropriate manager. Knowledge of systems administration theory and practice is at the beginning level.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the appropriate departmental manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist programming and application support staff in writing and debugging applications; assist users with questions and problems involving connection to host computers (servers).

Assist manager in evaluating new hardware and software products and in designing new systems; install and maintain hardware and software products.

Administer access security for hardware and software.

Design and implement custom applications using CASE tools or appropriate programming language.

Develop and maintain network interface of host computers (servers) with LAN/WAN.

Update and assemble control programs; develop and update interface programs; create backups.

Create and maintain program libraries.

Develop procedures to assist Help Desk/Operations staff in operating the host systems; create subroutines and rules for use by programming and applications support staff.

Act as technical backup for Database Administrator.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Database concepts, design and processing techniques.
Principles of multi-programming.

over

MINIMUM QUALIFICATIONS (continued)

Principles of computer based telecommunication systems.
Principles and techniques of program planning, program design, testing, and implementation.
Operation of computer systems and related equipment.
Systems and procedures analysis and development.
Operations, production capacity, and uses of standard data processing equipment.
Hardware and software installation procedures.
Macro and conditional assembly language.
Principles of host/server operating systems.

Ability to:

Apply the principles and concepts listed above.
Train information technology staff members.
Analyze and develop logical solutions to problems.
Communicate effectively and tactfully in both oral and written form.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of increasingly responsible experience in programming and systems design, including or supplemented by experience with a data base management system, experience in the design of telecommunication systems, and experience in installing and maintaining systems software.

Education:

Equivalent to completion of a Bachelor's degree with a major emphasis in mathematics, data systems or a related field and supplemented by specialized training in data processing programming and systems analysis.

OR

Associate's' degree and two year's experience as a systems administrator.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read printed materials including computer screen and electronic displays.
- Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.

PHYSICAL DEMANDS (continued)

- **Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.**
- **Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.**
- **Demonstrate ability to occasionally lift and/or move up to 15 pounds.**
- **Demonstrate the physical, mental and emotional stamina to perform the duties and responsibilities of the position.**
- **Demonstrate ability to input necessary data into computer terminal and/or create documents, and reports, to perform the essential functions of this position.**
- **Demonstrate an ability to speak clearly and communicate with others.**

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.