

Sam Houston State University Human Resources

Staff Classification Description – System Administrator II

Skill Category: Professional
Position (Employee) Class: 3N581 (E1)
Grade: 18
Date: 02/2015

Department: Information Technology Services – Infrastructure and Support Services

Educational & Experience Requirement: Bachelor's degree with a major in computer science or related field from an accredited institution with two years relevant experience. A currently valid Microsoft Technology Associate certificate or higher, or a Red Hat Certified System Administrator certificate or higher could be substituted for one year of experience. A combination of education, experience, certifications, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Maintains the upkeep, configuration, and reliable operation of Sam Houston State University Information Technology systems. Acquisitions, installs, and upgrades advanced computer components and software.

Supervision Given & Received: Works under minimum supervision and may supervise student employees. Assists in leading team projects involving two or more department staff.

Primary Responsibilities: Acquisitions, installs and upgrades computer components and software. Provides advanced automation, and maintains security policies in conjunction with security office recommendations and state and federal regulations. Maintains core services to include e-mail, voicemail, printing, file sharing, authentication and access control, databases, video surveillance, disaster recovery, and storage systems. Communicates effectively and timely with team members and clients. Serves as a member of project teams to build small (1 or 2 servers) to medium (up to 5 servers) systems. Maintains small to medium systems. Manages authentication and access control systems. Configures automation routines using scripting and other programming languages. Performs other related duties as assigned.

Other Specifications: Must be available for after-hours on-call support. In-depth knowledge of operating systems and applications. In-depth knowledge of hardware and software configuration and troubleshooting. Familiar with Network Load Balancers and clustering technologies. Very familiar with or very experienced using technologies such as Redundant array of independent disks (RAID), enterprise-class server and direct-attached storage, enterprise-class storage systems such as Fibre Channel Storage Area Network (SAN) and Network Attached Storage (NAS), as well as server virtualization. In-depth knowledge of Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name System (DNS), Simple Mail Transfer Protocol (SMTP), and File Sharing protocols. In-depth knowledge of Structured Query Language (SQL), Simple Network Management Protocol (SNMP), Lightweight Directory Access Protocol (LDAP), Kerberos, Remote Authentication Dial In User Service (RADIUS), and Security Sockets Layer (SSL) technology. This is a security sensitive position and requires a Department of Public Safety (DPS) fingerprint background check and will need to adhere to the Texas Criminal Justice Information Systems (CJIS) Systems Access Policy. Some travel is required.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.