Job Title: Network Systems Administrator

BCAT Code: 09OX81  Effective Date: June 1, 2011
Pay Grade: G19  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides, installs, configures, operates and maintains the systems hardware, software and related infrastructure.

Examples of Duties
- Provides leadership and strategic direction on various technology issues, standards, and policies related to computing, servers, networks, and applications.
- Serves as the local system administrator and liaison to campus IT, consortia, or vendors for mission critical systems or enterprise applications.
- Manages and supports all aspects of the network and associated campus wide applications used by a department, division, or college.
- Maintains, monitors, implements and improves the single sign-on (SSO), proxy access, Lightweight Direct Access Protocol (LDAP), Secure Socket Shell (SSH) certificates, and other authentication methods and practices.
- Manages workstation and desktop support services; coordinates the support for all desktop, laptop and handheld or mobile computing hardware and software services.
- Oversees the configuration, diagnosis and repair of hardware, software and upgrades.
- Orders equipment; maintains the asset inventory and depreciation schedule; proactively recommends upgrades and updates of deployed systems.
- Manages and maintains Windows and Linux servers, such as network file and print servers and mass storage systems for the long-term digital preservation of digital content.
- Administers and/or troubleshoots the Active Directory and related networking responsibilities.
- Anticipates trends in networking, computing, and systems.
- Investigates the application of trends and practices; participates in the development and provision of new web based or network connected services.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of data processing principles, practices, and equipment.
- Knowledge of integrated systems and relational database concepts and systems.
- Knowledge of networking principles and protocols, such as: TCP/IP, HTTP, HTTPS, SMTP, LDAP, FTP, DHCP, DNS, and VPN.
- Knowledge of MS Windows, Unix, and programming languages.
- Experience with Altiris, Active Directory, and systems certification in Microsoft or Linux.
- Effective time management, customer service, analytical, supervisory, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree in Computer Science or Information Technology (IT) and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.