

Classification Title: Computer System Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages the operations, function, maintenance and enhancement of specialized department computer systems. Coordinates all vendor and customer support.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Supervises the daily maintenance of equipment and software. Logs and assigns requests, tracks progress and provides status updates. Maintains system and password security and monitors usage.
2	S	Supports all installed programs. Assists end users with the development of customized applications. Performs application upgrades, enhancements and changes. Initiates and facilitates training for users.
3	S	Maintains network configurations and wireless communications. Installs hardware and software and configures mobile data units, laptops and peripherals.
4	S	Coordinates with vendors for installation and design work. Analyzes systems, designs databases and manages special projects. Evaluates new and proposed software. Establishes future technology needs.
5	S	Configures and runs complex regular reports and distributes as appropriate.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Computer Science or field related to the area of employment.
Experience	Three years of related information systems experience.
Certification and Other Requirements	None.
Reading	Intermediate
Math	Intermediate

CLASSIFICATION REQUIREMENTS	
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, computer tools, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.