Job Title: Senior Systems Administrator

Job Summary
A Senior Systems Administrator serves as a technical expert on systems administration in a large and complex computing environment. This position serves as a staff specialist on multiple operating systems and platforms supporting enterprise-wide or large scale computing. The Senior Systems Administrator applies significant professional experience and training in information technology to the most complex assignments requiring development and installation of operating system software, systems programming and modification of operating systems, performance analysis, database maintenance and management, security administration, and management of data storage.

Nature of Work
This is a professional information technology position that most often will support a large, advanced computing system. Most Systems Administrators will be found in a central IT department such as the Division of Information Technologies, USF Health IT, Academic Computing, or Engineering Computing. This position may also be located in a program, center, or institute where a major function of the unit is providing an IT solution for client groups. Knowledge, skill, and ability with multiple operating systems, including UNIX-based systems, Oracle Administration, and complex Windows Server installations is typical for jobs assigned to this class.

The essential functions of positions assigned to this classification must be focused on the analysis and administration of computer operating systems. Incumbents in this classification must possess an advanced and comprehensive knowledge of operating systems programming and administration, along with knowledge of other information technology functions, in order to apply a broad and interactive perspective to systems administration.

While the duties of this position are similar to those of the Systems Administrator, it is the complexity of the systems supported, and the high level of technical knowledge required, that distinguishes this position from the lower level job classes. This position requires specialized knowledge of appropriate systems programming languages and tools. This is a senior level professional position requiring the ability to complete the most difficult systems administration tasks independently. The Senior Systems Administrator will be called upon to provide guidance and project direction to other staff members, and will serve as an expert resource within the unit on systems administration issues.
Examples of Duties
The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Designs and implements complex local and wide area network systems, supporting enterprise-wide applications or large scale computing applications involving hundreds of users.
- Manages a large site or network.
- Establishes or recommends policies and procedures for system use and services.
- Installs, configures, and maintains multiple servers and workstations, ensuring proper integration with other university computer systems.
- Manages multiple linked databases to include security, data safety and integrity, disaster recovery, and development of bulk data import/export procedures.
- Performs software installations and upgrades to operating systems and layered software applications.
- Monitors and tunes systems to achieve optimum performance levels.
- Plans and implements system security procedures, to include firewalls, host and client access, file permissions, and user accounts.
- Monitors and tunes systems to achieve optimum performance levels.
- Develops and implements various training, job aids, and instruction for users on the use of operating systems, networking, applications, and databases.
- Maintains currency of knowledge with respect to state-of-the-art technology, equipment, and/or systems.
- May lead or guide the work of other staff and/or students engaged in similar functions.
- Performs other information technology duties as required to support the work of the unit.

Minimum Qualification Requirements
This position requires a Bachelor’s degree in information technology or a related field, with six years of experience in related positions; or a Master’s degree in directly related fields with four years of experience. Appropriate college coursework, technical training, or industry certifications may substitute at an equivalent rate for the required experience. Industry certification with directly related experience may be substituted for the degree requirements on a year for year basis.