

University of Houston – Clear Lake

Position Description

Job Title: **System Network Administrator**

Job Code: **3955**

Pay Grade: **007**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree in computer science, math, engineering or a related field.	
Experience	Two years experience as a systems manager on VMS or UNIX based operating system.	Two years experience as a network manager managing local area network based on ethernet.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position is responsible for comprehensive support of all operating systems and layered products on networked computers running at UH-Clear Lake. It is also responsible for all technical support of the local area network and linkage of all computers and terminals to that network. System security, system access and resource accounting on networked computer systems are key responsibilities of this position. This position is also responsible to monitor computing systems to ensure that allocation of resources and system configuration is appropriate.

Duties and responsibilities	% Time
Installation and maintenance of operating software and layered products software on networked computers.	50
User problem trouble shooting. Creating account and identification structures for users.	20
Monitoring the computer systems and allocating resources and modifying system configuration.	15
Trouble shooting network problems.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.