

University of Houston – Clear Lake

Position Description

Job Title: **Systems Specialist I**

Job Code: **3930**

Pay Grade: **004**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associate's degree in computer-related discipline or equivalent combination of education and experience.	Bachelor's degree in a computer related discipline.
Experience	Three years experience installing, maintaining, and administering Windows 2000 / XP Professional OS in an academic environment. Three years experience installing, maintaining, and administering desktop applications (including Microsoft Outlook) in an academic environment. Two years experience configuring desktop hardware and troubleshooting desktop hardware problems. Basic knowledge of Networking Basic knowledge of Windows Server, Active Directory and Microsoft Exchange. Basic knowledge of Linux and/or Unix. Strong desire to move into a Systems Administration Role.	Two years experience installing, maintaining, and administering a Windows Server and Exchange environment. One year experience with Windows Server 2000/2003, Active Directory Exchange 2000/2003, Microsoft Clustering, SMS 2003. One year experience in administration of Linux or Unix. One year experience administering a SAN. One year experience administering enterprise backup/restore solution. One year experience writing and utilizing system administration scripts. Experience with enterprise level anti-virus and anti-spam solutions. Experience managing CISCO devices.
License/Certification		MCP / MCSA/ MCSE / CCNA

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

POSITION SUMMARY

The Systems Specialist I is responsible for administering Windows and Linux servers for the campus network. Responsibilities include maintenance and optimization of Active Directory, Microsoft Exchange, Microsoft Clustering, IIS, and file and print services. This position will assist in management of the campus enterprise data storage systems (SAN), backup/recovery solution, anti-virus and anti-spam solutions, and server OS patch requirements. The position works closely with the network infrastructure, systems programming, DBA, and application development staff to ensure optimal operation of the university network resources. The position will create procedures for server operations and create systems and network architecture documentation. This position will provide training to Support Center staff as needed. This position is an evening / weekend position. The position may be on call and will be expected to resolve issues disrupting university processes.

Duties and responsibilities	% Time
Perform Windows 2000/2003 server, Active Directory, Microsoft Exchange, IIS, and Linux administration, configuration, and maintenance. Configure and install server hardware and operating systems.	30
Manage applications, print, file services in a distributed client-server environment. Install, configure, test, maintain, and monitor applications software on servers. Create and manage network-based print queues. Create and manage logical file structures on server computers. Write and maintain	20

scripts for system maintenance and administratio.n	
Manage campus enterprise data backup/recovery system. Implement and maintain monitoring tools and anti-virus and anti-spam solutions. Research and identify the latest software releases, service packs and security patches for software including Windows 2000/2003, Outlook, Exchange, Internet Explorer, etc. Utilize patch management tools to deploy security updates.	20
Train Support Center staff as needed. Maintain various system health monitoring tools. Create and document procedures for server operations, including support methodologies and user guides. Support development teams on system deployments and performance optimizations. Provide backup to Network Specialist as needed.	20
Provide Tier 2 support to Support Center staff and customers.	10

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