University of Houston – Clear Lake
Position Description

Job Title: **Systems Specialist II**

Job Code: **3931** Pay Grade: **005** FSLA: **EX**

Location: **UHCL** Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in computer-related discipline or equivalent combination of education and experience.	Bachelor's or Master's degree in a computer related discipline.
Experience	Two years successful experience installing, maintaining, and administering Windows Server, Microsoft Exchange, and IIS.Two years experience administering an enterprise data backup/restore solution. One year experience maintaining enterprise storage solution (SAN). One year experience with Server Clustering technologies. One year experience administering Linux. One year experience writing and utilizing system administration scripts.	Five years experience administerring Windows Server and Exchange environement.Two years experience with Windows Server 2000/2003, Active Directory, Exchange 2000/2003, Microsoft Clustering, SMS 2003.Three years years experience in administration of Linux or Unix.Two years experience administering SAN. Three years experience administering enterprise backup/restore solution. Experience in system administration in an academic environment. Experience with enterprise level anti-virus and anti-spam solutions. Experience managing CISCO devices.
License/Certification		MCSA/ MCSE / CCNA

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

POSITION SUMMARY

The Systems Specialist II 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 manage the campus enterprise data storage systems (SAN), backup/recovery solution, maintain anti-virus and anti-spam solutions, and maintain server OS patch requirements. This position will recommend, provide project management, and implement server/storage infrastructure upgrades. 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. The position will work with UH System Networking and Systems Administration staff on inter-campus projects. This postion will provide training to Systems Specialist I and Support Center staff as needed. The position may be on call during nights or weekends 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. Provide Tier 3 support to Support Center as needed.	35
Maintain various system health monitoring tools. Create, maintain, and distribute monthly performance metrics. Assist in the recommendation of appropriate computer hardware and	20

software for university purchase by identifying and evaluating new products. 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.	
Manage applications, print, file services in a distributed client-server enviroment. 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 scripts for system maintenance and administration.	15
Manage enterprise storage systems including SAN and NAS solutions. Manage campus enterprise data backup/recovery system.	15
Support and evolve campus network security framework. 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. Train Systems Specialist I and Support Center staff as needed.	15

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