THE UNIVERSITY OF WYOMING
JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: UW Human Resources.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SYSTEMS ADMINISTRATOR III

Reports To: Designated Supervisor

UW Job Code: 3816

UW Job Family: 38 - Computer Professional

SOC Code: 15-1142

FLSA: Exempt

Pay Grade: 25

Date: 9-1-14

JOB PURPOSE:

Provide enterprise-level systems support, administration, programming, management and security for networked campus services & solutions. Provide project administration and management with limited supervision. Research and provide recommendations on enhancements to current projects and future directions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform enterprise-level installation and configuration of networked servers and operating systems, including new releases, patches, and upgrades. Create and manage security, rights, directories, files and shared applications on the server platforms. Install and configure all server-based tools, remote management, and shared resources. Monitor, tune, diagnose and resolve server operating systems problems. Develop and implement scripts and group policies to automate common functions or system operations.
- Design, write and maintain advanced utility & systems-level software programs to maintain and modify current systems and services.
- Update documentation for operational procedures and utility programs.
- Organize, prioritize & communicate project strategies to meet multiple, demanding & conflicting project timelines.
- Respond to and correct server and operating systems failures on a 24x7 basis.
- Ensure assigned backup personnel are trained on services and servers.
- Ensure hardware and service monitoring is kept up to date and working properly to alert on system outages.
- Ensure steps have been taken to minimize system outages through disaster recovery planning and implementation.

- Coordinate and organize multiple server and service implementations successfully across multiple teams.
- Work with hardware and software vendors to specify equipment properly for services.
- Communicate to multiple vested parties important dates, timelines, problems, & dependencies for successful service implementations.
- Maintain services securely over service lifespans.
- Maintain ongoing support of services efficiently.
- Organize, prioritize and functionally supervise Systems Programmer level personnel.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Attend and participate in training and other personal professional development activity.
- May need to respond during evening and weekends.

COMPETENCIES:

- Quality Orientation
- Analysis/Problem Identification
- Technical/Professional Knowledge
- Individual Leadership
- Work Tempo
- Independence
- Innovation
- Adaptability

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Computer Science**

Experience: **4 years work-related programming experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Routine and advanced computer programming languages in use in the area.
- Routine and advanced computer programming software and hardware applications.
- Routine and advanced computer systems operation and network administration.
- Routine and advanced data processing equipment and programming tools.
- Design technology and techniques used to create, enhance and maintain basic, routine and advanced utility programs.
- Basic, routine and advanced operating systems and network/systems protocol.

- Current basic, routine and advanced programming technology.

Skills and Abilities to:

- Mentor and train other team members. Install/modify/monitor basic, routine and advanced computer systems and programs.
- Diagnose and resolve network operation problems at the Enterprise level.
- Write, test, modify, and maintain computer programs/systems.
- Design new basic, routine and advanced computer systems and/or programs.
- Diagnose and resolve basic, routine and advanced programming/system problems.
- Write, test, modify, and maintain basic, routine and advanced computer programs/systems.
- Translate technical information into user-friendly program documentation.
- Design and conduct training in the use of computer programs, computer systems, and application tools.
- Test new basic, routine and advanced data processing equipment and computer system applications and recommend purchases and standards.

WORKING CONDITIONS:

Standard office environment. Regular exposure to video terminal displays and computer-related electrical and mechanical hazards; some work is performed in confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.