

## **EAST BAY REGIONAL PARK DISTRICT**

### **SYSTEMS ADMINISTRATOR**

#### **GENERAL FUNCTION**

Under direction, assumes primary responsibility for the operations of the District's information systems; provides direction and support to Information Services Support Technician(s); and recommends solutions, standards and procedures for applying information technology to organizational objectives.

#### **ESSENTIAL FUNCTIONS**

This position will work directly with the Network Manager as a key component of the Information Services staff. The District has a large variety of technical areas that influence the focus of this position, including: Active Directory/Microsoft and Unix servers, LANs WANs, and VOIP. The position will be responsible for a variety of complex, technical issues in the operation of the District's Microsoft and Unix file and application servers. Duties to include but are not limited to: administration of the District's servers, Email system, Backup system and other applications as needed, and the support of computer users in the effective use of these systems. Additional duties will include, but are not limited to: support for LAN/WAN communication components to maintain the necessary levels of efficiency and reliability; assist the Information Services Support Technician in the area of desktop support function; supervise and interact efficiently with support and maintenance contractors to effect upgrades, improvements and repairs.

#### **OTHER FUNCTIONS AND DUTIES**

Other tasks related to this position will include: performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree with major course work in Computer Science or a closely related field; and

Experience: Three years of experience providing technical support of computers and operations of complex information systems.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

#### **KNOWLEDGE, SKILLS & ABILITIES**

Advanced knowledge of the technologies employed by the District's information systems, to include administration of Network operating systems and networks; network file management; and Intel based PC hardware and application software. Ability to work independently while understanding and applying District and departmental policies and procedures; stay technically abreast of industry trends and technologies; perform deductive and inductive reasoning; think clearly and act quickly; apply logic and common sense to problem solving; follow oral and written instruction; communicate clearly, concisely and effectively; lift, move and carry equipment up to 50 pounds; bend, stoop and crawl in confined spaces; walk and drive; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

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SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Information Services Network Manager

Employment Category: AFSCME, Range Effective 3/31/07 (\$5,479.50 - \$6,004.38)  
Adopted by Board: February 18, 1997, Resolution No. 1997-2-39  
Replaces Information Services Support Coordinator  
Revision Approved by Board and General Manager: October 6, 1998, Resolution No. 1998-10-226  
Revision Approved by General Manager: 12/17/02  
Replaces Information Services Operations Supervisor  
Revision Approved by General Manager: 1/30/08  
Replaces Information Services Network Analyst