



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Senior Systems Administrator
Jurisdictional Class:	Competitive
Civil Division:	Cayuga County
Adoption:	CSM 9/21/21
Revised:	CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for providing systems support including the maintenance and upgrades to hardware, software, and networks. An employee in this class will work with end user departments to perform business analysis and recommend and implement automated solutions to solve the identified business needs. The employee in this class will design and prepare detailed whole system architectural documents showing system linkages, data movement and resource requirements. An employee in this class will provide guidance and training to Systems Administrators and Junior Systems Administrators. Under the general supervision of an information technology manager, the employee has considerable latitude for the exercise of independent judgment in the analysis, design and implementation of a variety of systems. Coordination may be exercised over lower level employees. Employee will act as the project manager on various information technology initiatives. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides systems support including maintenance and upgrades to hardware, software, and networks;
Works with end user departments to perform business analysis then recommend and implement automated solutions to solve the business needs;
Provides guidance and training to Systems Administrators and Junior Systems Administrators;
Acts as the project manager on various information technology initiatives;
Provides timely response to user needs to include managing user accounts, troubleshooting applications, and programming new report templates;
Installs new software releases, system upgrades, and resolve software related problems;
Troubleshoots hardware and software malfunctions related to the LAN/WAN communication equipment;
Administers the operation and maintenance of local area network (LAN)/wide area network (WAN) by designing, installing, configuring and upgrading hubs, switches, routers and other network components.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of information systems, principles and methods of application;
Thorough knowledge of a selection of various office automation products;
Thorough knowledge of network hardware and software;
Thorough knowledge of the principles and practices of systems analysis and system design;
Thorough knowledge of architectural considerations involved when virtualizing systems;
Good knowledge of the principles, practices and techniques of information technology related business analysis;
Good knowledge of basic repair and maintenance of computer equipment;
Good knowledge of file structure, design, access methods and control, and information retrieval techniques;
Good knowledge of the principles and practices of software installation and the configuration of personal computers;
Good knowledge of database administration;
Ability to learn and use new hardware and software products and to adapt to new concepts;
Ability to work effectively with department staff from multiple agencies, computer technical staff, and outside vendors.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree, or higher, in Computer Science and three (3) years of work experience in systems administration; OR,
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree, or higher, in Computer Science and four (4) years of work experience, in systems administration; OR,
- C. High school diploma/GED with five (5) years of work experience in systems administration; OR,
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).