JOB DESCRIPTION

Systems Administrator I

Definition of Class
This is a professional position in which the incumbent provides systems administration support for multi-user, multi-application enterprise compute servers. The incumbent installs, configures, maintains, updates, patches, and monitors multiple types of operating systems and their associated components.

Examples of Work Performed
Installs, configures, maintains, updates, patches, and monitors the operating system software and its associated components for the University’s academic, administrative, and research based enterprise compute servers.

Checks system logs for hardware, software, and security issues.

Reviews the status/performance of applications, file systems, and component utilization.

Creates, restricts, and deletes user accounts.

Write and install system specific applications to maintain user environments.

Works with application support personnel to resolve application issues.

Works with Help Desk support personnel to resolve end user issues.

Installs, maintains, and updates the enterprise backup software.

Configures and monitors the data backup processes for academic, administrative and research based enterprise compute servers.

Tests and maintains data restore procedures.

Develops scripts, programs, and tools to assist with system administration functions.

Provides site level hardware server support as needed.

Interfaces with vendor support to resolve outstanding issues/problems.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides multiple levels of support for ensuring proper functioning of the operating system software and its associated components for the University’s academic, administrative, and research based enterprise compute servers.

2. Installs, maintains, and updates the enterprise backup software; configures and monitors the processes for academic, administrative and research based enterprise compute servers.

3. Develops scripts, programs, and tools to assist with system administration functions.

4. Works with application and Help Desk support personnel to resolve system issues.

5. Creates, restricts, and deletes user accounts while writing and installing system specific applications to maintain the user environment.
6. Reviews the status/performance of applications, file systems, and component utilization.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to stand or walk; and to stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university.
  
  AND

- **Experience:** Two (2) years of experience related to the above described duties.

- **Substitution Statement:** Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.