TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE  GRADE  PAGE
Systems Administrator  3  1 of 2

ORGANIZATIONAL UNIT  REPORTS TO  APPROVED BY
College Services  Director of  Board of Trustees
Information Technology  July 19, 2007

SUMMARY
Responsible to the Director of Information Technology for the management of the College's Information Technology’s computer systems. Serves as the network/system administrator of the Campus LAN. Provides recommendations for main system component purchases. Serves as the primary liaison to technical staff from companies that supply the College’s system hardware and infrastructure components. This position works in coordination and shares in some of the same responsibilities as the Sr. System Administrator. Provides high quality service to users, including faculty, staff and students. Diagnoses and repairs microcomputer and network related equipment.

NATURE AND SCOPE

1. Responsible for Campus LAN system security. Develops and recommends procedures and maintains documentation on all Campus LAN security, wiring infrastructure, operating systems, and computer repair.

2. Serves as the network/system administrator for all the systems on the Campus LAN. Sets up user IDs to access the system to access files and directories, and manages the hard disk space.

3. Responsible for all operating systems including installation and maintenance.

4. Oversees the installation and maintenance of cabling plans for all systems. This includes fiber optic, and various categories of UTP.

5. Communicates and negotiates with vendors and other technical support personnel to aid in the solution of problems regarding network system components.

6. Develops programs and applications to use in the following environments: DOS, Windows, Windows Server, Microsoft Active Directory and other operating systems. Provides network support for administrative software (e.g., PowerCampus, PowerFaids, and Great Plains) as assigned.

7. Provides recommendations for purchases involving main Campus LAN system components.

8. Diagnoses and repairs complex technical microcomputer and network related equipment. Installs both microcomputer equipment and software.

9. Responsible for multiple levels of data communications and protocols. Ensures successful and reliable connectivity from user workstations to Campus LAN resources.

10. Provides technical training to staff members.
11. Serves as backup to other staff in the department. Must maintain some working knowledge of these positions for proper backup support.

12. Assures efficient use of material resources by assessment of department needs, development of budget recommendation, and management of services within the budgetary constraints imposed by the College.

13. May supervise student workers and interns. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action laws, other applicable laws, regulations, and collective bargaining agreements.

14. Serves on various College committees and performs other job related tasks as assigned.

**AUTHORITY**
Moderate to considerable autonomy and independent judgment are exercised. Although guidelines and procedures are usually available, cases may require the interpretation, evaluation or creation of guidelines or procedures as they relate to a particular situation.

**SUPERVISES**

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<tr>
<th>Direct</th>
<th>Indirect</th>
<th>Operational</th>
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<td>1 - 2 Students</td>
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**BUDGET**

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<th>Under 100 K</th>
<th>100 K - 1mm, Nearest 100 K</th>
<th>Over 1mm, Nearest 1mm</th>
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**QUALIFICATIONS**
Bachelor’s degree in Computer Science/Information Systems or closely related field and one year of directly related work experience or an Associate's degree in Computer Science/Information Systems or closely related field with five years of directly related work experience. Must have experience in a microcomputer based network and a thorough knowledge of microcomputers, network management and network operating systems such as Windows, Windows Server, Microsoft Active Directory and other Microsoft Network systems. Demonstrated ability to establish and maintain effective working relationships with users, staff, and vendors. Must be able to lift and move microcomputers, monitors and printers (estimated weight of 25 lbs.).