Job Title:	Departmental Systems Administrator	**Job Code:**	43352
Job Function:	Staff	**Grade:**	121
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	3000 Information Technology Division	**Date:**	1/1/04;9/15/00;7/1/99

Job Summary:

Support the technology used to provide programming support and assistance to a University department. Work as a liaison between various departments and maintain department systems which includes various software packages and programming languages.

Essential Functions:

15-40% Analyze, design and code programs for the purpose of meeting specific application requirements. Program reports to provide information to University departments and outside agencies.

10-30% Install new systems in addition to testing programs and systems prior to installation.

10-30% Provide system training and problem resolution services to primary and casual users. Provide maintenance and support for various system applications.

15-20% Prepare regular status reports and assist with web page maintenance. Maintain system security and respond to problems/inquiries.

10-20% Act as a liaison between the University and technical support services to properly implement system upgrades and upgrade testing.

5% Provide documentation pertaining to programming, procedural development, and upgrades.

Education:

Requires a relevant Associate Degree

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in computer programming, systems design, application development, data management, and project planning. Highly developed problem-solving, communication, and computer skills including program coding, mainframe, hardware, software, network, and operating system capabilities required. Ability to adapt to new computer technology required. Supervisory experience preferred.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.