

The University of Akron
Classification Specification

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.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.