

UNIVERSITY OF ARIZONA
DEPARTMENT OF HUMAN RESOURCES
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

JOB CODE: 73112

TITLE: Systems Administrator, Principal

IT PAY BAND: B13

FLSA: Exempt

Purpose of Classification:

Establishes and implements computer systems guidelines, procedures and standards to ensure availability, optimal performance, and security of systems hardware and software. Evaluates system capacity and plans for systems development and expansion. In addition, may act in one of the following roles:

As a project manager, defines scope, plans, organizes and directs project teams involved in large and/or complex systems hardware and/or software projects.

As a functional team coordinator, schedules, monitors, guides and participates in installing, configuring, analyzing, monitoring and maintaining systems software, hardware and related applications systems.

As a functional supervisor, hires, schedules, monitors, directs and evaluates a small technical staff, and participates in installing, configuring, analyzing, monitoring and maintaining systems software, hardware and related applications systems.

Distinguishing Characteristics:

This is the third in a series of three classifications. It is distinguished from the Systems Administrator, Senior which installs, monitors, maintains, troubleshoots and optimizes performance of computer systems.

Example of Duties:

- Establishes and implements systems guidelines, procedures and standards. Assures standards are consistent with applicable laws, regulations and institutional policies.
- Ensures availability, performance and security of systems software including operating and network systems and utilities, servers and other hardware, related applications systems and workstations.
- Coordinates response to security breaches, service interruptions or other critical situations to re-establish system functionality. Monitors, analyzes, develops and implements response to problem trends.
- Evaluates system capacity; plans for the future system development and expansion and coordination of most critical internal systems with relevant external systems. Recommends hardware and software to meet business needs.
- Coordinates the creation, monitoring and maintenance of user accounts and implementation of systems resource use policies.
- Plans, organizes and coordinates all aspects of large and/or complex system administration projects.

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- Schedules, monitors, guides and participates in installing, configuring, analyzing, monitoring and maintaining systems software, hardware and related applications systems.
- Coordinates hardware and software licensing, warranty and vendor service agreements. Implements most critical and complex patches and updates.
- Coordinates user technical/workstation support. Resolves the most complex systems support issues; communicates with vendor(s) as necessary.
- May supervise two or more full-time employees or their equivalent, on a regular basis, including decisions regarding hiring, evaluation, promotion and termination of employees, or makes related recommendations that are given particular weight.

Knowledge, Skills and Abilities:

- Knowledge of systems administration and/or programming theory, principles and practices.
- Knowledge of current and emerging operating and application systems and technology.
- Knowledge of current security practices and network protocols.
- Knowledge of current software and hardware technologies.
- Knowledge of supervisory practices, principles and techniques.
- Skill in planning and developing computing systems.
- Skill in resolving the most complex computer systems support issues.
- Skill in evaluating computer system capacity and planning for future needs.
- Skill in supervising, coordinating and monitoring the work of others.
- Skill in managing projects.
- Ability to effectively communicate verbally and in writing.

Minimum Qualifications:

- Six years of progressively responsible system administration and/or programming experience including systems analysis, planning and development and at least two years of experience leading technical projects and/or teams; OR,
- Associate's degree in Management Information Systems, Computer Information Technology or related field AND five years of progressively responsible system administration and/or programming experience including systems analysis, planning and development and at least two years of experience leading technical projects and/or teams; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09