

SENIOR SYSTEMS ADMINISTRATOR**ASUMMARY:**

Under general supervision, researches, analyzes, implements, and maintains systems, instructs staff in program usage, leads development of open systems operations and procedures; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in any hierarchical order)*

1. Develops and maintains ODBC databases for reports and end users.
2. Maintains and monitors databases and database connectivity.
3. Directs the creation and maintenance of JCL, UNIX shell scripts, and Windows/DOS Bat files.
4. Installs and configures operating systems and network protocols.
5. Administers end user enrollment and use of Lotus Notes.
6. Assists and instructs staff members with operating system and network problem diagnosis.
7. Researches all areas of network management technology.
8. Evaluates alternative methods of connectivity, configuration, and operation of networks.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer operating systems for personal computers, servers, and networks.
- Knowledge of computer protocols and addressing.
- Knowledge of application and use of wide variety of software databases.
- Knowledge of records management systems.
- Knowledge of technology research methods, practices and procedures.
- Skill in establishing databases and database connectivity.
- Skill in installing, creating and maintaining a variety of operating systems.
- Skill in diagnosing and correcting network system failures.
- Skill in instructing end users and staff in the utilization and application of software and hardware.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Computer Science, Math or related field and four (4) years of progressively responsible experience in computer programming, database operation and/or network maintenance, or any equivalent combination of training and experience.