



**University of Texas at El Paso
Job Description**

Job Code: 7502
Job Title: Enterprise Systems Administrator
Department: Information Technology
Reports To: Systems Support Manager
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 27, 2010

Summary: Under limited supervision, responsible for the installation, testing, administration, and documentation of enterprise server software, including operating systems, shared components and application level protocols.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

- Manages, tests, and provides support to multiple enterprise wide systems and servers in a data center environment
- Installs and supports enterprise-wide computing systems, and related infrastructure, e.g., Active Directory, BIND, CIFS, NFS, WINS.
- Implements security for server protection and client access.
- Analyzes server requirements from functional specifications.
- Maintains hardware and application documentation standards in enterprise data center environment.
- Consults on server application design; coordinates changes to server applications, including upgrades, patches and fixes.
- Schedules and performs installation and upgrades and maintains them in accordance with established Information Technology policies and procedures.
- Monitors and tunes the system to achieve optimum performance levels.
- Recognizes and troubleshoots problems with server hardware and applications.
- Ensures data or media recoverability by implementing a schedule of system backups.
- Supports media management through internal methods and procedures and through offsite storage and retrieval services.
- Conducts routine hardware and software audits of servers to ensure compliance with established standards, policies, and configuration guidelines.
- Develops and maintains a comprehensive operating system hardware and software configuration database or library of all supporting documentation.
- Assists with special projects, as needed.
- Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- Complies with all State and University policies.
- Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.



Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Knowledge of common server hardware architecture including servers (CPU, bus, memory), SANs, disk arrays, network hardware. Basic understanding of Operating Systems (e.g., Windows, UNIX, Solaris, VAX/VMS, including processes, files, memory management and I/O systems; distributed information systems including 2 and 3 tier designs, and web based systems; networking services and protocols (e.g., TCP/IP, SSL, FTP, Telnet, LDAP). Basic understanding of IP networking, basic routing, TCP ports and network services, including SSH, LDAP, SFTP and HTTP(S). Basic understanding of change control and configuration management, patch management, high availability systems, structured design and support methodologies. Program system support tasks in C, Java, Perl, batch/shell, or other general purpose programming language; perform complex performance analysis including system processes, I/O subsystems, networks and other related components. Occasional travel may be required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand or walk. The employee must occasionally lift and move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate.