BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: IT Systems Administrator II

DEPARTMENT: Information Technology

FUNCTION: Administers, plans, coordinates, installs and configures patches and upgrades; troubleshoots and maintains core server environment. Provides levels two and three support to Systems Administrators. Provides technical assistance for the acquisition, installation and use of computer operating systems.

REPORTS TO: Technical Systems Manager

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Administers, plans, coordinates, installs and configures patches and upgrades; troubleshoots and maintains core server environment.
2. Provides levels two and three support to Systems Administrators.
3. Supports applications including Internet email systems, DNS, public Internet and internal Intranet Web services, and network management platforms on enterprise-wide system.
4. Coordinates activities with vendors and outside consultants to price support for a range of Systems including Windows 2003/2008/2012, LDAP, IPS, Exchange 2010, VMWare 5.x, WebCT 8, FTP NetApp SAN, Unix and Linux
5. Acts as team lead for internal MS SharePoint and SQL environments.
6. Monitors and maintains the College’s Intrusion Detection System.
7. Serves as the lead technical resource for NetApp 3250 SAN storage environment, Cisco UCS, and VMWare virtual server environment.
8. Creates and maintains full documentation of all systems, applications, security and network configurations.
9. Assists in the creation of work plans, planning documents and reporting.
10. Provides back-up support for network firewalls, audit log servers and security systems.
11. Assists in the support requirements for SQL Server and MySQL databases including CSV, LDAP and other applications.
12. Provides administrative, technical support and maintenance services for the Information Technology’s database and application development activities.
13. Provides backup Database Administrator support for the department.
14. Mentors junior staff facilitating technical skills and knowledge growth.
15. Performs additional tasks or duties as assigned by the Technical Systems Manager or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses advanced knowledge of Microsoft server operating systems; Server 2003 – 2012. Must have expert level knowledge of Windows Server 2003/2008, Microsoft AD, LDAP, SharePoint 2010, VMWare, WebCT8, FTP, NetApp SAN, Unix, SQL Server, and MySQL databases including CSV, LDAP and other applications. Has expert proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Associate’s Degree or equivalent from 2 year college or technical school; or 2 to 4 years related experience and/or training; or equivalent combination of education and experience.

Experience: See above

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE