 **Systems Administrator III Standard Job Description**

**Classification Title:** Systems Administrator III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 71

**Job Description Summary:**

The Systems Administrator III, under direction, serves as technical lead for systems administration projects or services. Provides technical oversight for the application of and compliance with technical standards. Coordinates the technical activities of a systems administration support team. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

**Essential Duties and Tasks:**

**30% System Administration**

* Provides technical guidance and oversight for server administration.
* Sets up and configures large and complex servers, develops complex system logic and configuration, and conducts complex server performance analyses and tuning.
* Coordinates routine audits of systems and software.

**20% Problem Management and Support**

* Oversees and coordinates the analysis of system logs.
* Helps coordinate and monitor the problem management process to include backup support.
* Troubleshoots complex network problems.
* Provides Tier III support.

**10% Consultation and Documentation**

* Provides technical oversight for the development of plans for large server hardware and software purchases.
* Develops specifications and plans for large and complex purchases of server hardware.
* Oversees the process used to document server support methods, procedures, and configuration.

**10% New Technology and System Integration Testing**

* Coordinates the evaluation of new technologies.
* Makes recommendations based on the evaluation of new technologies based on client needs.
* Creates, evaluates, and approves plans for the implementation of new technology deployments and system integration testing

**5% Data Security**

* Oversees the maintenance of system security for protecting and recovering client data.
* Develops disaster recovery plans for complex systems.

**5% Project Planning Support**

* Collaborates with the project leader to develop work plans and time schedules for projects including outlining phases, identifying personnel, and computing equipment requirements

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of systems administration experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of project management, mentoring, negotiation skills, basic vendor relations, advanced client relations skills, proposal writing, business acumen, persuasive communication, adaptability to change, team leadership skills, and quality assurance methodologies.
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**