 **Systems Administrator IV Standard Job Description**

**Classification Title:** Systems Administrator IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 72

**Job Description Summary:**

The Systems Administrator IV, under direction, provides technical leadership and oversight for the deployment and delivery of enterprise-wide system administration projects or services. Participates in mentoring, training, and developing other employees.

**Essential Duties and Tasks:**

**30% System Administration**

* Establishes standards for server administration based on regulatory requirements and input from stakeholders.
* Oversees routine audits of systems and software.

**20% Problem Management and Support**

* Establishes protocols and processes for problem management and support.
* Continuously monitors effectiveness of established processes and protocols.

**10% Consultation and Documentation**

* Establishes standards for the development of large server hardware and software purchases.
* Establishes the standards and processes used to document server support methods, procedures, and configuration.

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

* Oversees process for the evaluation of new technologies.
* Makes technical recommendations to executive leadership.
* Establishes enterprise level standards for the implementation of new technology deployments and system integration testing.

**5% Data Security**

* Establishes procedures for compliance with enterprise and state information security regulations.
* Oversees and coordinates the development of disaster recovery plans.

**5% Project Planning Support**

* Collaborates with project leaders and executive staff to develop work plan 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:**

* Eight 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 IT architecture, application of systems theory, advanced negotiation skills, enterprise-level operations, multi-team leadership and coordination, advanced project management, sourcing, advanced vendor relations, advanced business acumen, change management, and knowledge of the IT industry.
* 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**