



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	System Admin II	<u>Effective Date:</u>	May 2025
<u>Department:</u>	IT	<u>Salary Range:</u>	\$27 - \$32/hr
<u>Accountable to:</u>	Assistant IT Director	<u>Status:</u>	Non-Exempt

Primary Objectives

The Systems Administrator II provides technical leadership for the data center systems operating environment in order to ensure availability, performance, reliability, security and compliance. This is accomplished by developing solutions in accordance with standards, policies and guidelines and performing hardware and software repairs, updates and installations.

Supervision Received

Work is performed under the supervision of Assistant IT Director.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

- Maintains overall datacenter functionality and availability.
- Ensure hardware and servers are up to date.
- Develops solutions in accordance with standards, policies, and guidelines for managing the infrastructure.
- Oversees routine maintenance tasks for infrastructure systems such backups and patch management.
- Plans and schedules hardware and software repair and installations.
- Leads the system integration testing of operating systems, upgrades, and new technologies.
- Maintains optimal performance of infrastructure and ensures continuous monitoring procedures.
- Forecasts utilization patterns and identifies modifications or upgrades.
- Prepares overall installation plans and ensures coordination of schedules with staff and vendors.
- Analyzes audit trails and makes recommendations that improve security.
- Ensures compliance with security standards.
- Establishes requirements, methods and procedures.
- Provides 24X7 production support by troubleshooting, diagnosing, and correcting hardware, software, and server related problems.
- Participates in and may lead projects to implement or enhance IT services.
- Implements automation through the use of Group Policy and scripts such as PowerShell.
- Evaluates future technologies and makes recommendations for software and hardware upgrades.
- Assigns tasks and oversees the execution by the System Administrator I
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of a broad range of hardware and software products
- Advanced knowledge of Server operating systems
- Knowledge of Patch management techniques
- Advanced knowledge of server virtualization technologies
- Advanced knowledge of Microsoft core infrastructure, such as Exchange and Active Directory
- Knowledge of TCP/IP Networking, and storage fundamentals
- Advanced knowledge of PowerShell and scripting techniques
- Knowledge of operations management tools and processes
- Skilled in performing system and software upgrades, patches, etc.
- Skilled in monitoring vital system statistics such as CPU utilization, disk space usage, etc., and reporting information to senior administrators and management
- Skilled in maintaining and researching technical documentation
- Skilled in creating ad-hoc reports and actions related to performance and tuning of systems
- Advanced skills in troubleshooting system anomalies with other technicians and users utilizing technical support as needed to resolve complex issues

MINIMUM QUALIFICATIONS

- Bachelor's degree in Computer Science, Management Information Systems, or related field of study, and three years experience in System Administration or a closely related position.
- An Associate's degree and five (5) years progressively responsible, closely related experience may substitute for a bachelor's degree.
- MSCE and/or CCNA certifications preferred.
- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for most periods of time.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Occasionally
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.