

SYSTEMS DEVELOPMENT ADMINISTRATOR*

DISTINGUISHING FEATURES OF THE CLASS: This is technical computer work involving responsibility for developing and administering various components of a computer system (e.g. database administration, systems administration, web server administration, web development, etc.). The work is performed under the general supervision of a higher-level administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Applies critical updates and performs critical database engine upgrades;
Audits database security and maintains compliance;
Performs database duplication, refresh, backup, restore and disaster recovery;
Performs system recovery analysis on a daily basis;
Tests, implements and maintains operating system and related software;
Identifies system performance issues and develops solutions;
Provides technical guidance to staff;
Tests new applications, features and/or upgrades;
Prepares and maintains documentation on system operation;
Performs system analysis on a daily basis;
Monitors daily operation and administration of internal or external websites to ensure system availability for internet traffic;
Evaluates and maintains file servers and related systems;
Manages security, system performance and system backup;
Plans, designs, develops and documents websites for functionality as required by an agency and management;
Designs digital images, banners, bullets, etc. to enhance appearance of websites;
Applies knowledge of programming techniques and computer internet systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of computer systems administration and support; good knowledge of network administration; good knowledge of web design; good knowledge of computer system software used in the processing of data; working knowledge of computer hardware; ability to communicate effectively, both orally and in writing; ability to interpret technical materials such as computer manuals; ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and three (3) years of experience in computer systems development; systems support, systems administration, network administration, systems analysis, programming, or any combination thereof; or
2. An Associate's degree or equivalent college credits (minimum of (60) credits) and five (5) years of experience in computer systems development, systems support, systems administration, network administration, systems analysis, programming, or any combination thereof; or
3. Possession of an Oracle Certified Associate and five (5) years of experience in systems development, systems support, systems administration, network administration, systems analysis, programming, or any combination thereof; or
4. Any equivalent combination of 1., 2., or 3. above.

(over)

NOTES:

1. A Bachelor's degree or higher in Computer Science, Management Information Systems, or Business Administration that included a minimum of twelve (12) credits in Computer Science, Management Information Systems, or comparable, may be substituted for two (2) years of the experience indicated in 1. above.
2. An Associate's degree in Computer Science, Management Information Systems, or Business Administration that included a minimum of twelve (12) credits in Computer Science, Management Information Systems, or comparable, may be substituted for one (1) year of the experience indicated in 2. above.
3. Additional years of the experience described in 1., 2., or 3. above may be substituted for the Bachelor's degree or the Associate's degree on a year-for-year basis.

*This reflects a retitling of Systems Development Administrator (MIS).

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Competitive