

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Systems Administrator

**BASIC FUNCTION:** Under the supervision of the Director of Software Development, manages the strategic and daily operation of the District's administrative computer systems including database management, software distribution and upgrades, user profile management, version control, backup and recovery, performance and security. Creates and manages a variety of operating platforms. Designs and writes interfaces to integrate systems using administrative software. Assists District employees with technical issues concerning administrative software. Assists Analyst/Programmers with program logic and debugging techniques.

**PROVIDES WORK OR LEAD DIRECTION TO:** Information Services staff as it pertains to system integrity practices.

**REPRESENTATIVE DUTIES:**

1. Ensures District administrative computer systems are operational, programs are functional, and data is accurate and available.
2. Manages, monitors and maintains system activities for all administrative system servers; monitors and fine-tunes system parameters for maximum performance; manages and maintains disk space for all administrative software applications.
3. Ensures District administrative computer systems are backed up; ensures appropriate procedures are in place to protect and restore data; ensures availability of programs, data and database files for restoration as needed.
4. Performs database maintenance and installs software patches and upgrades for all administrative computer systems.
5. Maintains security, writes and maintains system-level scripts, installs hardware for all administrative servers.
6. Trains identified Information Services staff responsible for basic systems and database functions related to administrative computer systems and software applications.
7. Analyzes, modifies, tests, and debugs new and existing computer programs; assists Analyst/Programmers with analysis and debugging of computer programs and custom paragraphs; consults with Analyst/Programmers regarding programming logic.
8. Configures District printers for use with administrative software applications.
9. Assists Information Services staff with administrative software applications and database support.
10. Evaluates technology, tools, software and hardware equipment.
11. Interacts with vendors and consultants to maintain current knowledge of technical issues.
12. Provides on-call technical support for all administrative systems.
13. Develops additional skills, knowledge and abilities through education, training, in-services, seminars, and conferences in order to maintain and enhance the level of knowledge and skills required to satisfactorily complete job assignments, to stay current with technology trends related to areas of responsibility, as well as to provide recommendations to improve software applications and procedures.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

**EDUCATION:** A bachelor's degree from an accredited institution is required.

**EXPERIENCE:** At least five years experience directly related to mainframe/mid-range computing systems; at least two years professional experience with UNIX-based operating systems; at least two years experience installing and maintaining UNIX-based relational database systems, and experience with the installation of operating systems and application software similar to the District's current computing environment are required. An in-depth understanding and experience with monitoring, identifying and correcting system problems and the planning necessary to prevent future occurrences of the same problem; training in relational file structures and design, information retrieval techniques, and file access methods are required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** UNIX- and Windows-based operating systems and mainframe/midrange computing systems is required.

**ABILITY TO:** Exhibit competent written and verbal communication skills; communicate effectively with faculty and staff; carry out written and verbal instructions; establish and maintain effective relationships with faculty, staff, students and others; understand user needs and be able to develop both manual and technological solutions; establish and maintain harmonious working relationships with others; analyze complex user problems, evaluate alternatives and devise efficient, cost-effective, user-friendly solutions; provide technical guidance and recommendations concerning administrative systems; communicate complex technology applications issues clearly to non-technical parties orally or in writing; work under pressure of deadlines and still make decisions that are appropriate for the situation; locate problems based on verbal explanations and correct errors without disrupting end-user operations is desired.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental staff, managers, faculty, software and hardware providers, local, state and federal agencies, and employees at other higher educational institutions.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.