

## **Job Description**

Title: System Administration & Security Engineer	Salary Band: C42
CBA Position:	Band Range: \$48,370 – \$72,557
Department: Information Technology	FY14 Budget: \$70,060
Reporting Manager: Director of IT & CIO	Account Number: -----
Direct Reports: None	ICCB Class: Support Staff
FLSA: Non-exempt	KC Status (Class): Support Staff KCSS

### **Job Summary:**

Plan, deploy, configure and manage enterprise server systems and services, and wide-area-network systems and services. Manage user accounts, plan and coordinate system interaction and integration, manage backup systems, and complete associated tasks. Develop, implement and verify system security systems, practices and policies. Identify and resolve server issues. Document system configurations and processes. Plan, deploy and configure new server systems to satisfy college requirements.

### **Minimum Qualifications/Basic Job Requirements:**

- At least 5 years of experience in managing server or network systems.
- Bachelor degree in Computer Science or a related field, or relevant certifications.

### **Illustrative Examples of Essential Functions:**

- Plan, deploy, configure and manage the college's enterprise server systems.
- Plan, deploy, configure and manage the college's public-facing systems.
- Plan, deploy, configure and manage the college's information security systems.
- Create, modify and manage computer user accounts for system authentication.
- Manage data backup, archival and recovery procedures and practices.
- Develop, coordinate and deploy server solutions in response to user requirements.
- Provide Level 1 & 2 technical support to computer users as part of the Kishwaukee College Help Desk process.
- Provide server administration support for other college server systems as needed.
- Work with other employees to support IT functions and systems at the college.
- Perform other relevant duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Excellent communication and interpersonal skills.
- Experience with Unix and related Operating Systems, Windows Server Operating Systems, and Mac Server Operating Systems.
- Applied or advanced knowledge of server system administration concepts
- Applied or advanced knowledge of server hardware and software systems.

- Applied or advanced knowledge of server, network and system security.
- Applied or advanced knowledge of network authentication systems, client-server systems, backup and archive systems, network topologies, and server system security in a mixed operating system environment.
- Ability to lead people and manage resources, effective in a group environment.

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Must be able to lift a 35-pound server or system to waist height.
- Must be able to assist others when lifting servers or systems heavier than 35 pounds, or when lifting servers or systems above waist height.

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

08/2013