Seminole County Sheriff's Office

SYSTEMS ADMININSTRATOR

Class Spec Code: 1090
Established Date: 10/15/2020
Last Revised Date: 01/10/2022
Effective: 11/18/2022

Salary Range

$26.59 - $39.89 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Highly technical work responsible for overall operation of the Sheriff's Office multi-user computer systems, servers, and networks.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Plans, designs, and installs multi-user computer systems, servers, networks, and associated hardware/software. Manages key resources to ensure availability of properly functioning services including but not limited to monitoring utilization and tuning the use of networks and network devices and ensures the proper operation of and access to print services, file services, communication services, electronic mail services, cluster servers

and other systems required for efficient operations.

Develops and implements network administration, security and data integrity applications. Establishes and implements backup and emergency recovery procedures as necessary. Performs capacity planning and performance monitoring for distributed computing systems and networks. Ensures proper administration, management, and maintenance of electronic mail services, host and server networking software/hardware, communication servers, and gateway systems and links.

May serve as database administrator. Designs database structures including tables, indexes, views, and stored procedures. Designs and implements tasks necessary to save and recover databases from hardware and software failures, and maintains database integrity and security. Monitors database loads and event logs when needed to ensure efficient operation of databases. Provides technical assistance to programmers regarding database efficiency techniques.

Monitors network functions for potential problems with servers, and other equipment. Analyzes and diagnoses hardware/software problems and provides corrective solutions. Determines future equipment needs as required.

Maintains network documentation, diagrams, and schematics as required to support operations.

Provides technical support to Client Specialists as required including troubleshooting complex problems involving various systems or networks. Develops, implements, and enforces division policies and procedures to insure information integrity. Prepares standard operating procedures for functions within area of specialty.

Performs other duties as required or as may be necessary for the efficient and effective performance of the position.

Minimum Qualifications

- Bachelor's Degree
- Considerable knowledge of personal computers, techniques, and issues regarding the operation and interfaces, network addressing schemes, and application use
- Considerable knowledge of data communication transmission protocols
- Ability to organize and interpret workflow charts, programming problems, and understand a variety of computer languages and applications
- Ability to work independently with little supervision
- Ability to present technical ideas to users and other personnel clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with departments, subordinates and superiors
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

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WORKING CONDITIONS

The work environment for this position is in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Lifting- able to lift 25lbs

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime