

**Systems Administrator II:** The Systems Administrator II reports directly to the Senior Director for Information Technology and has the following responsibilities:

**1. Performance - Regular Assignments:**

- a. Perform systems analysis, design, and implementation of new computer programs and systems.
- b. Maintain and monitor system integrity through learning the operating systems and hardware characteristics of ICCB's systems. Ensure systems functionality, integrity, and efficiencies.
- c. Execute changes, modifications, or enhancements to existing programs/systems and perform the analysis related to each.
- d. Work with end users to develop new applications or modify current ones, including the design and programming of end user reports.
- e. Use UNIX to execute job procedures.
- f. Build and maintain virtual servers using VmWare.
- g. Maintain ICCB's virtual environment by ensuring that systems are up to date with software patches.
- h. Design and maintain the agency's backup and recovery systems using Veeam and Windows backup tools.
- i. Assist in supporting the agency virtual environment servers, data collection from outside sources and assist staff with in-house reports using transact SQL.
- j. Provide training and assistance to ICCB staff in the use of in-house procedures on PCs, including hardware and software training and system analysis functions using PC software packages.
- k. Install and maintain hardware and software on desktops to provide required internet and intranet services including, but not limited to, browsers, email, and scheduling applications. Assist with help desk duties in support of agency staff and outside entities.
- l. Assists in maintaining documentation and records pertaining to the department's infrastructure.
- m. Perform other duties as assigned by the Senior Director for Information Technology and the Deputy Director for Research and Information Technology.

**Minimum Qualifications**

1. Possession of credentials related to Systems Administrator I.
2. One year of systems administration experience on a level comparable to that of a Systems Administrator I.

**Preferred Qualifications**

1. Associate degree in a field related to computer science, information systems, data processing systems or management sciences.

**Additional Desirable Qualifications**

1. Ability to express or translate technical machine functions of data processing systems operations into non-technical terms and vice versa.
2. Specialized training in systems analysis and computer programming.
3. Experience with, or adequate knowledge of, the Illinois Community College System.
4. Ability to work/interact with users.