



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior Server Administrator	Job Code:	7020400	Job Grade:	JM
Reports To:	Manager Servers and Networks	Pos. No:	TBD	FLSA Code:	E
Department:	Office of Information Technology Services	Loc. Code:	2010001	SIC Code:	9311
				WC Code:	8810
Division:		CS Code*:	A, B, C, or D	EEO Code:	C01

Summary of Functions: Provides leadership in the recommendation, development, configuration, installation, administration and optimization of the County's server hardware and software for the County's server-based computer systems. Ensures the availability of client/server applications, configuring new implementations, and developing processes and procedures for ongoing management of the server environment. Assists in overseeing the physical security and integrity of server locations and installations. Diagnoses, resolves, and documents hardware and software server problems in a timely and accurate fashion, and provide end user training and support where required.

Management Scope: May occasionally supervises the activities of one to two server staff members.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Develops strategies for client/server implementations; architects the server infrastructure required to support those strategies; works with data base administrators and server team to develop and configure storage requirements for SANS; works with vendor to install additional storage as required, and configure LUN's; performs analysis and design for clustered server resources such as SQL, Groupwise, NDPS, and other related programs.	20%	E
2. Manages enterprise Active Directory services and supporting server infrastructure; establishes and implements policies, procedures, and technologies (including Active Directory, Group Policy, etc.) to insure server security. Conduct research on server hardware, software, and protocols in support of procurement and development efforts, and provides recommendations.	20%	E
3. Acts as project lead in the design and review of new server systems, applications, and hardware; conduct capacity planning as needed; plans and schedules equipment installs, installing appropriate software, verifying operational status.	20%	E
4. Plans and implements server upgrades, maintenance fixes, and vendor supplied patches; monitors and tests system performance and provide performance statistics and reports; performs server and security audits, and system backups and recovery.	20%	E
5. Practices server asset management, including maintenance of server	15%	E

component inventory and related documentation and technical specifications information; develops and maintains training materials and server documentation.

6. Performs other duties as assigned. 5% NE

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to an Associate's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Five (5) years of related work experience in Information Technology and experiencing with Novell and Windows servers and operating systems.

Special Requirements/Knowledge, Skills & Abilities:

Strong working experience with hardware, server OS, Active Directory, DNS, DHCP, Visio, etc. Certification in MCP, MCSE, CNA, or CNE preferred. Strong, hands-on technical knowledge of server and PC operating systems, including Active Directory, Windows 2003. Experience installing, configuring, and maintaining all manners of server hardware and associated equipment. General knowledge of storage technologies such as SAN. Knowledgeable of database requirements for high availability, multi-function environments. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Required to be on call. Must possess a valid Texas driver's license, with a good driving record.

Physical/Environmental Requirements:

On call 24/7 technical support may be required. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 20 lbs., unassisted.

Hay Points/Point Factor:

KH: EI2 264 pts, PS: E4 (50%) 152 pts, AC: E2C 132 pts, TTL: 548 pts, KH/PS/AC: 52-26-22, Profile: -1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/07

Approved by Civil Service Commission on

Date 4/10/07

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.