



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior UNIX/Sun Systems Administrator	Job Code:	7019900	Job Grade:	NM
Reports To:	Manager Servers and Networks	Pos. No:	TBD	FLSA Code:	E
Department:	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 team leadership, technical knowledge and skills necessary to recommend, spec-out, configure, install, monitor and support the server hardware and software for the County's UNIX and Sun computer systems.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Conducts system and application patching, upgrades and hardware maintenance; monitors and resolves security alerts; coordinates change and configuration management, troubleshooting, kernel tuning, user administration, and file system tuning and hardware configuration.	20%	E
2. Works with database administrators to develop and configure storage requirements; works with vendor to install additional storage as required, perform analysis and design for clustered server resources such as SQL, Oracle, etc.	30%	E
3. Provides support for all UNIX/Sun infrastructure, system incident response and tracking and escalation for all UNIX/Sun systems; plans, schedules and implements data backup procedures; prepares and implements data recovery procedures.	35%	E
4. Researches and recommends monitoring tools, new hardware and software products that could benefit the County.	10%	E
5. 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 a Bachelor'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 UNIX / SUN server environment including planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management. Must have one of the following certifications: Sun Solaris Certified System Administrator or IBM Certified AIX System Specialist.

Special Requirements/Knowledge, Skills & Abilities:

Knowledge of server management required; certification in UNIX, and Sun systems administration preferred. Knowledge of core services such as DNS, DHCP, required. Skilled in managing and organizing information technology program activities and identifying problems, evaluating alternatives, and implementing effective solutions. Skilled in reviewing technical data and preparing technical reports. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas driver's license, with a good driving record.

Physical/Environmental Requirements:

On call 24/7 technical support duties 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: FI3 350 pts - PS: F4 (50%) 175 pts - AC: F2C 200 pts, TTL: 750 pts - Profile: 48-24-28 +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/07

Approved by Civil Service Commission on

Date 4/2/07

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.