



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior Server Administrator	Job Code:	7020400	Job Grade:	IT9
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*:	C	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 all server-based and web-based applications, and the ability of County's users to logon to a functioning computer daily. Provides a stable and technologically relevant server and storage environment. Assists in overseeing the physical security and integrity of server locations and installations.

Management Scope: Collaborates with other Sr. Server Administrators and staff. Occasionally provides direction to server staff members.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists in planning for and configures new server hardware and software implementations.	25%	E
2. Upgrades/patches server software. Develops and implements processes, procedures, and system documentation for ongoing management of the server environment.	25%	E
3. Diagnoses, resolves and documents hardware and server software problems in a timely and effective manner.	25%	E
4. Provide end-user training and support.	20%	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. Four (4) years of related work experience in Information Technology and experiencing with Novell and Windows servers and operating systems.

Special Requirements/Knowledge, Skills & Abilities:

Must have a broad spectrum of server skills and knowledge. Will have multiple primary assignments such as Exchange e-mail, Windows Server OS updates/patches, and backups; virtual servers, SAN storage, Sharepoint, Active directory, GPO, etc. 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. Must possess a valid Texas Driver's License, with a good driving record. Will be required to provide a copy of 10 year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code

“Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC and similar databases, must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Incumbents must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement.”

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: FI3: 264 pts., PS: E4 (43%) 115 pts., AC: E2C 115 pts., TTL: 494 pts., KH/PS/AC: 54-23-23, Profile: L

Supervisor Signature _____ Date _____

Reviewed by Human Resources/Civil Service on _____ Date 03/07; 04/13; 10/19/2015

Approved by Civil Service Commission on _____ Date 4/10/07; 04/13; 8/19/2013; 12/15/2014; 10/19/2015

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.