



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Server Administrator	Job Code:	7020500	Job Grade:	IT6
Reports To:	Manager of 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: Recommends, develops, configures, installs, monitors, and supports the County's server hardware and software for the County's server-based computer systems. Assists with ensuring 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, integrity, and safety of the data center/server. Diagnoses, resolves, and documents hardware and software network problems in a timely and accurate fashion, and provide end user training and support where required.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Provides server management on hardware and software.	15%	E
2. Conducts problem analysis of server software and hardware problems, finding the resolution of server related software problems, local area network server installation and configuration; administers security and backup procedures for local area network servers; participates in software and hardware evaluation.	25%	E
3. Works with vendor to install additional storage; performs analysis and design for clustered server resources such as SQL, Groupwise, NDPS, and other related programs.	20%	E
4. Maintains technologies (including Active Directory, Group Policy, etc.) to ensure server security; conducts research on server hardware, software, and protocols in support of procurement and development efforts, and provides recommendations to Senior Server Administrators.	20%	E
5. Performs server and security audits, and system backups and recovery.	15%	E
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 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. Three (3) 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 Drivers License and 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 – 200, PS: D3 (33%) – 66, AC: D1P – 87, TTL: 353, Profile: +2, KH/PS/AC: 57-19-25

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 1/15/13;4/2013;
10/19/2015

Approved by Civil Service Commission on

Date 1/15/13;4/13;
8/19/2013; 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.