



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior UNIX/Linux Systems Administrator	Job Code:	7019900	Job Grade:	IT11
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*:	B	EEO Code:	C01

Summary of Functions: Provide team leadership, technical knowledge and skills necessary to recommend, spec-out, configure, install, monitor, configure backup policies and support the server hardware and software for the County's UNIX, AIX and Linux-based systems.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Provides support for all UNIX, Linux, and AIX infrastructure, system incident response and tracking and escalation for all UNIX, Linux, and AIX systems; plans, schedules and implements data backup procedures; prepares and implements data recovery procedures.	35%	E
2. 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
3. Works with database administrators to develop and configure storage requirements; works with vendors to install additional storage as required, perform analysis and design for clustered server resources such as SQL, Oracle, etc.	30%	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, Linux and/or AIX server

environment including planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management. Must have one of the following certifications: Red Hat Certified Engineer or IBM Certified AIX System Specialist.

Special Requirements/Knowledge, Skills & Abilities:

Knowledge of server management required; certification in UNIX, Linux and AIX 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 communicate effectively, both verbally and in writing, and establish and maintain effective working relationships with co-workers, employees, departments and the general public. 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 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: FI2 304 pts, PS: E4 (50%) 152 pts, AC: E2C 132 pts, TTL: 588 pts, KH/PS/AC: 52-26-22, Profile: -1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/07; 6/07/2011,
2/20/12; 10/19/2015

Approved by Civil Service Commission on

Date 4/2/07; 6/07/2011,
2/20/12; 8/19/2013;
8/19/2015; 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.