CITY OF FONTANA
SYSTEMS ADMINISTRATOR

DEFINITION: Under general direction, administers all aspects of server hardware and operating system installation, configuration and maintenance; plans, coordinates and analyzes system utilization; performs growth analysis and capacity planning; plans and coordinates projects to meet future needs; proactively performs preventive maintenance; automates system processes to the fullest extent possible; performs related duties as required. Additionally, incumbents in this position will serve as back-up for the Network Administrator and Database Administrator.

ESSENTIAL FUNCTIONS: Incumbents must have the ability to:

- Evaluate, install, configure, document, back-up, protect, manage, and troubleshoot all server operating systems and hardware, including related hardware such as UPS and rack systems.
- Establish and maintain server hardware and software standards
- Monitor and audit server operating systems as well as related OS applications such as IIS.
- Administer, monitor, and maintain Microsoft Active Directory and network printing infrastructure.
- Establish, maintain and regularly update backup and restore procedures for servers, enterprise applications and databases.
- Assist in disaster recovery planning and testing.
- Plan, implement and document operating system security policies, client access permissions, file system permissions as well as coordinate overall security with Network Administrator.
- Establish personal and shared network storage for data and application files.
- Conduct growth analysis and capacity planning.
- Troubleshoot systems and applications to identify and correct malfunctions and other operational problems.
- Monitor and tune system performance and develop cost-effective recommendations to improve service delivery and system reliability.
- Coordinate with other team members to patch and troubleshoot problems for enterprise applications.
- Coordinate with DBA to patch, create maintenance routines, back up, and troubleshoot all City databases and database servers.
- Maintain records and prepare and submit reports and correspondence as required by immediate supervisor.
- Work overtime and off-hours as needed, as well as participate in on-call rotation.
- Provide backup for core functions of Network Administrator.
- Provide backup for core functions of Database Administrator.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: In the performance of daily activities, this position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending; also requires the ability to push, pull, drag and/or lift up to 25 pounds; normal manual dexterity and hand/eye coordination; repetitive hand movement using a computer keyboard and mouse; corrected vision to normal range; acute hearing; oral and written communication; use of standard office equipment such as computers, telephones, copiers, calculators and facsimiles; frequent contact with other staff and the public.

EXPERIENCE AND EDUCATION REQUIREMENTS: A minimum of four years working experience in systems administration in a Windows server environment **OR** a Bachelor's Degree from an accredited college or university with major coursework in Computer Information Systems or a closely related field and a minimum of two years applicable experience. Experience with Exchange and IIS is required. Experience managing multiple, interrelated servers in a 24 x 7 environment is highly desirable. Experience with HP/Compaq hardware, *nix, and VERITAS NetBackup desirable as well as Microsoft server certifications. Additionally, enterprise level security, disaster recovery, and business contingency planning experience or certifications are also desirable.

LICENSES/CERTIFICATES: Possession of, and continuously throughout employment, a valid Class "C" California Driver's License.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and a Police background investigation.