

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Server Systems Manager			<i>BOT Date:</i> March 2, 2005
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0644	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Responsible for assisting with overall planning, development, configuration, implementation, and maintenance of all central systems and servers. Provides leadership responsibility for all major systems projects and assigned staff and fiscal resources. Assists with coordinating systems security, login id creation and distribution, records maintenance, systems and file backup administration, file and message restoration, storage quotas, and systems software change management accountability.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Plans, develops, configures, implements, and maintains assigned systems, storage arrays, and other related technologies.	25%
2.*	Manages operating and project-based resources including supervising assigned staff and project team members regarding the planning, development, configuration, implementation, and maintenance of centralized systems and related technologies.	20%
3.*	Assists with managing systems security, login id creation and distribution, records maintenance, systems and file backup administration, file and message restoration, storage quotas, and systems software installation and related change management accountability.	20%
4.*	Develops custom shell scripts using a variety of development tools to manage systems administration.	15%
5.	Develops and maintains documentation for systems processes, backup policies, start-up/shutdown procedures for assigned servers and systems.	10%
6.	Researches, evaluates, and tests new technologies appropriate for HCC providing strategic recommendations for administrative information systems and applications.	10%
7.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

Education:	Bachelor's required. Documented OS specific training or MCSE certification required.
Experience:	Five years related work experience required. Solid UNIX or Windows systems administration experience in a college working environment. Extensive knowledge of one operating system and a functional understanding of at least one other operating system. Experience with Datatel Colleague ERP software highly preferred.
Planning:	Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position frequently impacts the entire college.
Impact of Budgets:	Has significant influence on systems planning, management, and expenditures. Has significant authority to commit the work unit to a specific course of action.
Impact of Decisions:	Decisions and recommendations have moderate impact upon College-wide activities. Position duties will include responsibility for assisting with the development of strategic systems technology plans affecting one or more campuses.
Complexity:	Work is highly complex requiring highly specialized technology-based skills. Policy, procedure, or precedent is typically created by this position.
Decision Making:	Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
Problem Solving:	Problems are technically complex, varied and occasionally related to those seen before. A high degree of analytical ability and inductive thinking may be required to solve highly intricate, technically complex problems. Must be able to develop new and nonstandard approaches to problem resolution.
Communications with Others:	Regular contact with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships. Regular external contacts to carry out organization programs and to explain specialized matters, requires continuing personal contact with the public including vendors for technology hardware, software, and services.
Supervision of Others:	Makes recommendations within the department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of assigned subordinates or project team members. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an in-depth understanding of and appreciation for work conducted in other departments or campuses of HCC.
Job-Related Knowledge:	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or a high level of technical and operational knowledge to manage a major segment technology base within HCC. Recognized as having significant expertise in the field and a consultative resource by others outside HCC.
Innovation/ Creativity:	Work requires the development of innovative methods, procedures, products, systems, processes and strategies. Many of the issues require unique creative approaches and solution strategies.
Working Conditions/ Physical Effort:	Work requires only a modest amount of physical exertion and/or physical strain. Has the potential to be a high stress work environment requiring 24/7/52 monitoring and attention to systems impacting enterprise-wide applications.