

The University of Texas at San Antonio

Job Description

Job Title: Systems Administrator
Code: 19312
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job Available in different departments/divisions
Reports To: In accordance with departmental policies

Summary

- Function: To provide professional technical analysis and support of software systems that support a specific department or unit and are maintained and administered independently of the Information Technology Department.
- Scope: Responsible for oversight and management of the day to day activities that support specialized software systems.

Duties

- Typical:
 1. Oversees and maintains software systems, to include access management, data integrity, system performance, communications, and user support, training and roles.
 2. Monitors systems for optimal performance and efficiency. Schedules and oversees updates and testing.
 3. Coordinates program agreements between customers, programmers and users.
 4. Leads teams in the development, design, delivery and implementation of program materials; coordinates resources, manages timelines.
 5. Performs system integrations and programming work-arounds.
 6. Supervises, counsels and evaluates assigned staff.
 7. Performs other duties as assigned.
- Periodic:
 1. Reviews and updates policies and procedures.
 2. Makes recommendations for the improvement, development and growth of system.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Demonstrated technical knowledge software systems specific to the user department.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
4 years of experience in technological project management and/or coordination.	N/A

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
General supervision from immediate supervisor.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.