# SNOHOMISH COUNTY JOB DESCRIPTION

## SYSTEMS ADMINISTRATOR 4 - DIS

Spec No. 3361

## BASIC FUNCTION

The Systems Administrator 4 - DIS is responsible for acts as a liaison between the business and information technology infrastructure and systems, focusing on providing insight and alignment between the two areas in moderately complex problems that impact a single organization or large workgroup. A person in this position applies advanced knowledge and skills in multiple integrated specialties to provide creative, practical solutions. The position regularly represents a specialty area on a variety of teams, effectively applying working knowledge of project management. Acts independently with an understanding of strategic critical thinking, and communicates effectively.  This work is performed at the enterprise level.

## STATEMENT OF ESSENTIAL JOB DUTIES

1.  Applies advanced knowledge and skills in multiple integrated specialties with proficiency in all job functions related to local area network (LAN) systems, hardware and software.

2.  Provides creative, practical solutions, consulting with higher level staff as needed, in a wide range of complex problems that affect a large number of users, require a large amount of resources, are of long duration and/or high risk; and designs/creates programs, data structures and reports in the area of network administration.

3.  Regularly represents specialty area on a variety of teams; mentors, directs, leads or supervises staff at 1-2 levels below; leads small groups; and is able to shape significant positive change in work correlated with local area network (LAN) systems, hardware and software.

4.  Effectively applies a working knowledge of project planning, management and methodologies in projects that incorporate local area network (LAN) systems, hardware and software.

5.  Acts independently, with understanding of complex issues, consequences for a large number of users, impact of using a large amount of resources, short and long term implications, and/or potentially high risk. Exercises considerable judgment in determining objectives of assignments.

6.  Demonstrates understanding of advanced, rigorous thinking skills on complex issues. Displays an awareness of how to analyze, prioritize, abandon prejudices and previous ideas, and apply practical considerations. Handles assignments across multiple specialties and in roles associated with the area of network administration.

7.  Communicates effectively with others by developing and presenting material in written, verbal and graphic format about complex issues about network administration.

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## STATEMENT OF OTHER JOB DUTIES

8. May perform any of the duties and responsibilities of all lower level positions. May perform duties at the same level from other specialty areas. Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

A Bachelor's degree is required and IT certification in a directly related specialty is preferred; AND four (4) years directly relevant IT experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass criminal background check. Must pass job related tests.

## SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- the tools, standards, methods, best practices and industry trends applicable to this specialty (advanced knowledge);
- working knowledge of project planning, management, and methodologies.

Ability to:

- understand and follow county and state regulations, policies, etc.;
- regularly represent specialty area on various project teams;
- continue to be knowledgeable about current and emerging technologies;
- work well with others;
- provide direction;
- facilitate resolution of conflicts and difficult technical decisions.;
- demonstrate strong written and verbal communication skills;
- use personal computer technologies to enhance job proficiency;
- create effective system documentation;
- communicate with others regarding potential and actual technical problems;
- interpret client needs.

## SUPERVISION

The employee works independently, with minimal supervision.

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<u>WORKING CONDITIONS</u>

    The work is generally performed in typical office conditions. Customers are primarily internal at the County. Job requires regular contact outside Department of Information Services. Will perform some field work in certain specialty areas. Some repetitive movements at a computer or business machine. May require occasional lifting and moving of up to 50 pounds. On-call during off duty hours and required to work evenings, weekends and holidays as necessary. May be assigned work shifts consistent with 24 hours/day, 7 days/week coverage. Service oriented environment with frequent interruptions.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](EEO policy and ADA notice)

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