Job Description: DATA PROCESSING SYSTEM ADMINISTRATOR/MANAGER

CLASS NO. 501 **EEOC CATEGORY:** Professionals

PAY GROUP: 34 **FLSA:** Exempt

SUMMARY OF POSITION

Maintains the county's mainframe computer system and all peripherals that are or may be connected. Assists any county department with computer need or problems they may have. Maintains availability of LAN/WAN infrastructure including multiple server's hardware maintenance and backups, network operating system maintenance and end-user support. Installs, upgrades, and troubleshoots hardware and software problems including end-user configuration; develops technical standards; evaluates new products; manages user accounts; prepares network documentation; identifies and resolves performance problems on servers and client workstations. Uses grant writing skills.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge

2. Other: Has daily contact with other county departments and the general public.

EXAMPLES OF WORK

Essential Duties*

Create a secure computing environment for Chambers County;

Ensure the integrity of the HP3000 system while minimizing the inconvenience of the user community;

Monitor the status of the HP3000 system operator;

Manage physical and system access;

Serves as primary contact to HP on issues of system use and hardware/software maintenance;

Create and maintain accounts;

Obtain reports of account use;

Manage regular system backups and establish standard backup procedures;

Designate system lever User Defined Commands (UDC's);

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

Configure, manage, and audit physical and system security;

Store and restore system files;

Manage system scheduling subqueues;

Alter the system configurations;

Maintain system and user logging facilities;

Display certain items of user information;

Install any new upgrades from Hewlett Packard;

Maintain all upgrades on all hardware and software;

Troubleshoot and repair any problems;

Coordinate maintenance, hardware and software updates for county departments;

Assist any department with PCs on networking or problems that may arise;

Orders mainframe peripheral hardware and assists computer technicians in the setup and ongoing maintenance of the HP3000.

Coordinate and help resolve problems related to GSA's equipment and software;

Negotiate contracts with vendors, review vendor contracts, and update or negotiate new contracts when necessary;

Review the availability of grants and write grant applications to acquire money for computer equipment and software;

Write bid specifications for computer equipment;

Write minimum specifications for the purchasing of computer equipment;

Operate and program the IBM AS/400 computer, serve as a system operator, monitor and maintain the IBM AS/400 integrity, and perform upgrades and maintenance on the IBM AS/400;

Keep abreast of new technology changes, suggest and make changes as new technology demands.

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: HP 3000 system and any PC systems, networking of computers, software and hardware knowledge; Novell and Microsoft network operating system supporting Windows 95/NT, Macintosh workstations, Novell NetWare 3.12 4.x NDS, SMTP, E-mail, Ethernet, data communication, CISCO routers, intelligent hubs, network management, client installations, network servers, network printers, NICs, network security, network database applications, and remote communications; Microsoft products such as NT, Office and networking products; familiar with other products such as File Magic; IBM AS/400 and its operating system, DB2, and Rumba; county government operations, law enforcement procedures, and court system procedures.

Skill/Ability to: troubleshoot and repair mainframe computer problems; analyze and interpret financial data; demonstrate proficiency in both oral and written communications; and establish and maintain effective working relationships with co-workers and other county employees.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related field, and five years equivalent experience with wide-area multi-protocol network environment with extensive knowledge of computers and their operation;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certificates of Management and Data Processing.