**Position Description**

<table>
<thead>
<tr>
<th>Report Run Date</th>
<th>Jun 8 2017 1:23PM</th>
</tr>
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<tbody>
<tr>
<td>Position Number:</td>
<td>02020993</td>
</tr>
<tr>
<td>Dept:</td>
<td>ENT APPS &amp; INFRASTRUCTURE SVCS - 061419</td>
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<tr>
<td>Position:</td>
<td>System Administrator</td>
</tr>
<tr>
<td>Approved Payroll Title Code:</td>
<td>0520</td>
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<tr>
<td>Approved Payroll Title:</td>
<td>SYS ADM 4</td>
</tr>
<tr>
<td>Approved MSP Salary Grade:</td>
<td>MSP25</td>
</tr>
<tr>
<td>Approved PSS Salary Grade:</td>
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**POSITION DETAILS**

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<tr>
<th>Job Summary:</th>
<th>Under the general direction of the Enterprise Application Services supervisor, this position serves as a system administrator for campus-wide services managed by IET. This position will be responsible for the configuration, installation, maintenance, and monitoring of Linux-based systems and services run by EAIS.</th>
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<tbody>
<tr>
<td>Campus Job Scope:</td>
<td>Enterprise Applications and Infrastructure Services (EAIS), a sub-unit of Information &amp; Educational Technology.</td>
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<td>Department Specific Job Scope:</td>
<td>This position works with a high degree of decision-making autonomy and has a high campus impact as it supports business-critical applications and services.</td>
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<td>Positions Supervised:</td>
<td>N/A</td>
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| Essential Responsibilities: | 60% SYSTEM ADMINISTRATION, CONFIGURATION, AND SUPPORT
Independently provide administration, configuration, installation, and support for business-critical, campus-wide systems and services supported by EAIS. Install, upgrade, maintain, and support various Linux Operating Systems (OS) and provide technical support to resolve highly complex issues for various infrastructure and client applications. Meet security and compliance requirements for systems and services.

30% CONFIGURATION MANAGEMENT
Install, configure, and maintain automation systems for patching, system installation, and system maintenance. Define, design and implement highly complex computer system images and build plans using various industry standard configuration management tools.
### 10% COMMUNICATIONS / WORKING RELATIONSHIPS
Demonstrate communication skills, written and oral, and good working relationships with other members of IET, campus technical administrators, and occasional vendors to communicate complex technical concepts to technical and non-technical audiences. Give presentations to team members and other technical units. Consult with system managers, application programmers, database administrators, and campus clients on application support, utilities, and operations system planning.

Other duties as deemed necessary by management.

<table>
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<tr>
<th>Physical Demands:</th>
<th>Sit for extended periods of time working at a computer terminal using a keyboard to enter and retrieve data.</th>
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<td></td>
<td>Read CRT and LED screens for extended periods of time.</td>
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<tr>
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<td>Lift and move equipment weighing up to 50 pounds.</td>
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### Work Environment:
Occasional travel required. Travel between campus and off-campus locations.

Work alternate, holiday, weekend or extended hours to meet peak workloads.

Work in a semi-open, busy environment.

Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, report any workplace safety issues promptly to their supervisor, or the designated safety coordinator.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

### Background Check:
Yes

### QUALIFICATIONS

#### Minimum Qualifications:
Advanced technical experience with system administration of a highly complex distributed and integrated Linux environment including but not limited to configuration and maintenance of NIS, NFS, Apache, Tomcat, MySQL, and other Linux applications. Demonstrated experience installing, configuring, and performance tuning Linux/*nix systems.

Advanced programming experience with Perl, shell scripts, Python, PHP, or similar languages.

Demonstrated advanced experience hosting and managing systems with cloud services utilizing IaaS, PAAS, and SAAS offerings such as
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<th>Amazon Web Services or Microsoft Azure. Demonstrated advanced technical experience to manage multiple hardware and software platforms, including x86 systems, virtual hosts, SANs, network file systems, and hardware and software firewalls. Demonstrated advanced experience and skills to assess computer security including the implementation of campus security standards to both workstations and servers. Demonstrated advanced experience and skill performing needs analysis, system planning, design, procurement, testing, implementation, administration, troubleshooting, problem remediation, documentation, and capacity planning in a highly complex Linux environment. Demonstrated advanced experience with configuration management tools such as Puppet and Chef.</th>
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<tr>
<td>Preferred Qualifications for Selection: Demonstrated ability to consistently perform technical support and project management of complex small to medium sized projects with minimal direction. Demonstrated ability to integrate highly complex computer and network systems with existing campus infrastructure, including authentication and directory services. Demonstrated ability to work well independently and as a team. Ability to diplomatically give and receive directions and information. Ability to assess training needs then develop and teach technical subjects to both technical and non-technical audiences. Ability to evaluate new and emerging technologies to advise and implement migrations or transitions from older technologies. A degree in Information Technology or a related field.</td>
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<tr>
<td>Expectations</td>
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<td>Demonstrate commitment and support of the UCD Principles of Community. Demonstrated advanced skills to learn and understand business needs and apply IT solutions to meet business needs in a supportable manner, understanding the practical implications of the application of information technologies. Demonstrate personal and team accountability for results and projects. Ability to think creatively and apply innovative concepts to problem solving.</td>
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resolution.

Meet client expectations with an emphasis on quality, quantity and timeliness of work.

Maintain flexibility in a continuously changing and fast paced work environment.

Work with a diverse group of people in such a manner as to build high morale and group commitments to goals and objectives.

Work independently, establish priorities and to exercise good judgment.

Excellent organizational and analytical skills.

Willingness to learn and apply new technology and willingness to develop skills to promote professional growth.

Excellent communication (oral, written, presentation, documentation) and interpersonal skills, using tact and diplomacy for interactions with others.

Develop recommendations and alternative courses of action.

Be consistently punctual, reliable, and flexible in a dynamic work environment in which meetings and technical work are often at client sites with frequent changes in work priority, scope and schedules.