VSC
VERMONT STATE COLLEGES

Job Classification Description

Data Center/Systems Administrator/OC	**Grade 13**
Non-Bargaining Unit	**Exempt**

BASIC FUNCTION
Insure performance and reliability of computer hardware, software and environmental systems for the VSC data center. Perform system management functions for computer operating systems in the VSC data center. Provide system and database administration support for VSC's software products.

CHARACTERISTIC DUTIES & RESPONSIBILITIES
- Monitor and maintain electrical and HVAC equipment to insure proper server room environment.
- Monitor and tune computer operating systems for performance and reliability.
- Setup and maintain OS security features to ensure data integrity.
- Develop and maintain scalable data backup solutions in a multivendor/multi-platform data center.
- Coordinate and administer negotiated hardware maintenance contracts.
- Perform installations, updates and patching of computer operating systems.
- Perform installations, updates and patching of software application systems. I.e. Datatel, MS, Sirsi.
- Configure and maintain secure and reliable application, file, print and web servers.
- Work with networking and application programming staff on coordination of services.
- Perform related duties as assigned.

Supervision Exercised
None.

Supervision Received
Supervision is received from the Director, System Information Technology

Minimum Qualifications
Bachelor's degree in a computer or other appropriate discipline and three to five years related experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Experience in the following areas is desired:
  - Microsoft server management
  - Unix operating system
  - Working in a networked environment

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