



Job Classification Description

METEOROLOGY DATA SYSTEMS ADMINISTRATOR VSC-UP PAT Bargaining Unit

**Grade 11
Exempt**

BASIC FUNCTION

Oversee and manage the equipment and computer systems and network of the meteorology department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Supervise technical activities and participants in the meteorology facilities to ensure proper use of equipment and efficient use of resources.
- Oversee and maintain equipment for the meteorology department, including satellite reception, Internet data delivery, local data collection and departmental computer equipment.
- Oversee quality control of data, including: ensure the integrity of the meteorological data received by satellite and throughout the Internet, maintain data selection criteria of the alpha numeric data, install program upgrades and enhancements as needed and serve as the liaison with LSC IT staff and outside vendors and investigate new sources and/or methods of receiving data.
- Serve as the Unidata Site manager, including: maintain the operation and integrity of Unidata software products, install and test software upgrades as needed, provide training and assistance for faculty and students on system operations and program new features as needed.
- Maintain operation and integrity of departmental network, including UNIX and network system administration, maintain Internet connected data distribution, serve as liaison with computer vendors and LSC IT staff and investigate new sources of computer software and hardware
- Assist the faculty by training on use of new systems and programs, and other tasks related to the program and equipment.
- Supervise student workers in the meteorology laboratory by providing training and assistance as needed.
- Order and maintain laboratory supplies as needed.

SUPERVISION RECEIVED

Supervision is received from the Dean of Academic Affairs.

MINIMUM QUALIFICATIONS

Bachelors degree in a relevant field, including appropriate knowledge and/or experience in computer sciences and meteorology. Experience with:

- UNIX (Solaris or Linux preferred)
- Meteorology data
- Meteorology software (Unidata-supported applications preferred)
- Programming (shell scripting; CGI and PERL preferred)
- Administering web servers (Apache preferred)
- Windows (NT or 2000 preferred)

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.