



Savannah State University

Position Description – Server Administration Specialist

POSITION DESCRIPTION

Position Title: Server Administration Specialist FLSA Status: Exempt
Reports to: System Manager
Department: Computer Services & Information Technology
Date Prepared: 4/29/2008

BASIC FUNCTION

The incumbent in this position will provide management of all servers and associated resources. The incumbent is responsible for all server management, monitoring, repairing, security, and purchasing. The incumbent will also act as project manager for projects related to that area.

NATURE & SCOPE

Reporting to the System Manager, the incumbent is responsible for the day to day operations of all centrally managed servers, including but not limited to, maintaining the operating system and applying appropriate patches, maintaining the hardware and performing maintenance as required, managing software applications running on the servers. This position is also responsible for the campus DNS, DHCP, Web, email, and FTP/WebDav services that are running on campus servers. This position will advise the System Manager on issues relating to servers, recommend purchases, and participate in efficiency and strategic planning as part of the Computer Services & Information Technology team.

PRINCIPAL ACCOUNTABILITIES

- Manage, monitor, and maintain all centralized servers
- Provide Active Directory expertise as required
- Participate in long term and strategic planning
- Provides expert advice to the System Manager
- Directs daily work

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a Bachelor's degree in Information Systems Management, Computer Science, or closely related field. Two or more years experience in managing Windows server, preferably in a university setting. Expert knowledge in Microsoft Active Directory, server hardware, and networking protocols is also required. MCSE certifications strongly desired.