

CITY OF SALINAS

UNIX SYSTEM/NETWORK ADMINISTRATOR

BARGAINING UNIT/CLASS CODE:

AMPS / H28

DEFINITION

To perform a variety of technical work relating to the administration, design, testing, installation, and maintenance of the Unix computer systems and computer networking equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Programmer/Analyst. Technical and functional supervision may be provided by higher-level data processing staff. Exercises direct and indirect supervision over data processing professional, technical, and clerical personnel as relates to projects involving administration of both the Unix computers and the computer network.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plans, organizes, and directs the work of staff engaged in providing technical support for the Unix computers and related equipment such as: disk drives, tape drives, and peripheral equipment. Plans, organizes, and directs the work staff involved in the operation of the networking equipment such as: routers, terminal servers, and networking cards in computers and printers. Assists in preparing time and cost estimates of proposed projects involving the Unix computers and/or the computer network. Assists developing specifications for new Unix computers and peripheral equipments. Assists in developing specifications for new networking equipment and software. Assists in developing and modifying internal data processing standards and procedures involving the Unix computers and/or the computer network. Analyze network and Unix computer equipment problems and supervises the performance of corrective maintenance. Assures that regularly scheduled maintenance activities on Unix computer equipment are performed and logged. Install and document new and reconfigure existing networking equipment. Document these changes. Develops and documents Unix system administrator procedures. Meets with customer department personnel to determine changes necessary to update existing systems and supervise and perform modifications as necessary. Maintains the confidentiality of departmental information. Promote the mission, values and organization of an effective public organization, particularly in the area of customer service. Promotes and maintain safety in the work place. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on software specifications, and distinguish colors for hardware and software performance evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs., infrequent need to lift up to 40 pounds of computer hardware; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include out-of office work at near-by worksites, driving to job sites and meetings, and out-of-town training.

**CITY OF SALINAS
UNIX SYSTEM/NETWORK ADMINISTRATOR (continued)**

QUALIFICATIONS

Knowledge of:

Unix operating systems commands and concepts preferably with SunOS. Unix system administrator commands and concepts preferably with SunOS. Some Unix scripting language (shell programming or Perl). Installing peripheral equipment including disk drives on a Unix computer system. X or X Terminals. Installing and configuring DNS/BIND. Unix computers connected to the Internet. Configuring network file systems (NFS, RFS, Samba). Computer documentation procedures. Data processing and basic programming documentation techniques. Networking concepts including multiple operating systems configurations. Router and terminal server configuration. Emergency procedures.

Ability to:

Work effectively and cooperatively with computer system users and department staff. Identify, evaluate and solve problems with Unix computer systems and networking equipment. Read, interpret, and apply complex technical publications, manuals, and other documents. Communicate effectively with personnel of user Departments, both orally and in writing. Provide technical training and assistance to other programming personnel.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science and two (2) years experience as Unix system and network administrator. Additional qualifying experience may be substituted on a year for year basis for the required education.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 8-96, REV: 2-07