**IT SYSTEMS ADMINISTRATOR** – The IT Systems Administrator reports directly to the Senior Director for Information Technology and has the following responsibilities:

1. **Performance - Regular Assignments:**
   a. Direct implementation and execution of new and/or upgraded Information Technology (IT) systems via well-defined plans including procedures, deadlines, and accountability.
   b. Coordinate installation of hardware and software to support agency technology needs.
   c. Implement policies, standards, guidelines, and procedures to ensure the security of all data systems and the integrity of confidential agency data.
   d. Maintain and administer Microsoft Windows environment, including Exchange, Active Directory, Web and other Servers.
   e. Configure, troubleshoot, and maintain the VMWare virtual environment and Linux system.
   f. Implement procedures and maintain scripts to perform system backup and recovery.
   g. Operate in-house computer hardware.
   h. Provide timely technical resources and support across the agency which may include off-hours support and system maintenance.
   i. Support disaster recovery, business continuity planning, and testing.
   j. Create and maintain documentation to support IT systems.
   k. Manage third-party service providers supporting IT functions; maintain IT vendor accounts and contracts in coordination with the Finance and Operations Division.
   l. Serve as the agency coordinator for networking and IT services provided through the Department of Innovation & Technology (DoIT).
   m. Perform other duties as assigned by the Senior Director of Information Technology.

2. **Liaison:**
   a. Department of Innovation and Technology (DoIT)
   b. IT third-party service providers and vendors

**Minimum Qualifications**
1. Any combination totaling **two (2) years** from the following categories:
   a. progressively more responsible work experience in an Information Technology (IT) related profession
   b. college course work which included Information Technology (IT), IT Management, or a closely related discipline, as measured by the following conversion table or its proportional equivalent:
      o 60 semester hours or Associate's Degree equals one (1) year
      o 90-120 semester hours or Bachelor's Degree equals two (2) years

2. Additional education, training, and/or work experience in an area of specialization inherent to the position may be required:
   o Experience with technical design, implementation and management of information technology and data systems.
   o Experience with Linux.
   o Experience with virtual server environments.
Additional Desirable Qualifications

1. Experience in programming languages such as Object Oriented, COBOL, FORTRAN, SQL, ColdFusion, and SAS.
2. Project management experience in information systems.
3. Skill in understanding, developing, communicating, and expressing ideas.
4. Demonstrated human relations skills.
5. Experience with, or adequate knowledge of, the Illinois Community College System.