

# METRO

## Classification Description

**Title:** Systems Administrator IV

**Bargaining Unit:** AFSCME 3580

**Job Code:** 0072

**Established:** July 2001

**Pay Range:** 22

**Revised:** August 2024

**FLSA Status:** Exempt – Professional, Computer

### **Classification Summary:**

Provide the most advanced support for the organization and/or agency to ensure effective utilization and proper management of network operations. This is the highest level in the Systems Administrator job classification series.

### **Supervision Received:**

Supervision is received from the Program Supervisor.

### **Supervision Exercised:**

May provide lead direction over lower level system administrators.

### **Distinguishing Features:**

This is the fourth and highest level of the Systems Administrator job classification series. Employees in this classification are experts in the field of network operations. Incumbent is viewed as a knowledgeable resource by others, within the department and externally. May be asked to lead projects and/or people.

### **Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Leads, instructs, directs and checks the work of other systems administrators.
2. Designs/implements complex local and wide-area networks of machines.
3. Manages large site or network.
4. Establishes/recommends policies on system use and services.
5. Performs all network infrastructure quality assurance reviews.
6. May also act as a project leader for projects with small budgets or limited duration.
7. Makes recommendations for purchase or upgrade of data networks.
8. Has purchasing authority and responsibility for purchase justification.
9. Negotiates and places orders with common carriers.

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#### **Secondary Functions:**

1. Performs other related duties as assigned.

#### **Job Specifications:**

5-8 years of related professional experience and a Bachelor's Degree; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

#### **Knowledge, Skills and Abilities:**

1. Possess and apply a comprehensive knowledge to the completion of difficult assignments
2. Diverse experience in a variety of operating environments
3. Will typically have an advanced professional certification
4. Ability to work with vendors and external consultants on technical, cost, and quality issues for enterprise applications
5. Ability to act as a project manager to resolve specific complicated issues involving a variety of resources
6. Ability to provide direction to lower level staff, and to coordinate teams of individuals
7. Ability to communicate effectively both orally and in writing

#### **Advancement Criteria for Non-Recruitment Promotions:**

For non-recruitment promotions within the Systems Administrator classifications, the following criteria apply:

1. **Department Director Verification:** The Department Director must verify that there is a business need for the incumbent's advancement. Advancement is not guaranteed and is subject to this verification.
2. **Minimum Service Requirement:**
  - a. Systems Administrator II: Incumbents must serve a minimum of one (1) year in the Systems Administrator I classification. Typically, three (3) years is needed to demonstrate the ability to advance from Systems Administrator I to Systems Administrator II.
  - b. Systems Administrator III: Incumbents must serve a minimum of one (1) year in the Systems Administrator II classification.

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- c. Systems Administrator IV: Incumbents must serve a minimum of one (1) year in the Systems Administrator III classification.
  - d. Performance and Approval: Incumbents must demonstrate the ability to perform all duties of the next level classification as determined by their direct supervisor and with the written approval of the Department Director.
3. **Professional Development:** Incumbents must show a willingness to lead in their own professional development by taking on new challenges when identified and offered.
4. **Training and Certification:**
- Completion of all mandatory training through the Metro Human Resources Department, including Harassment & Discrimination Awareness.
  - Completion of a Metro-approved Project Management course.

Note: Employees advancing through an internal recruitment process are exempt from the years of service requirement in the lower classification. All other criteria for advancement remain applicable.

### **Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position requires continuous and/or frequent standing, walking, fingering, talking, and repetitive motions of hand/wrists, hearing, and handling. Also requires occasional stooping, crawling, reaching, feeling, and repetitive motions of feet, sitting, bending, kneeling and the ability to lift and/or carry up to 25 pounds.