SEMINOLE COUNTY PUBLIC SCHOOLS
Job Description

ADMINISTRATOR, UNIX Systems

QUALIFICATIONS

- Bachelor's Degree or the equivalent in work experience.
- Strong working knowledge of HP hardware, UNIX and other operating systems
- Strong technical knowledge and experience with Internet and Intranet features and functionality
- Demonstrated ability to learn new technical skills quickly and solve/address complex technical problems effectively
- System administration skills (HPUX, WRQ Reflection-X, Jetadmin, HP Openview, HP Openmail)
- Working knowledge of computer security issues (use of secure shells, firewalls) and knowledge of security programs
- Proven experience with Internet protocols: TCP/IP, HTTP, FTP, Telnet
- Exposure to enterprise-wide databases, such as Sybase, Informix, Oracle, etc.
- HP Administration certification a plus
- Strong communication and interpersonal skills; ability to work as part of a team
- Knowledge of HP Architecture
- Knowledge of networked P.C.s and interoperability with various NOS environments
- Knowledge of data extraction and data warehousing issues, PeopleSoft tools
- Exposure to Wang VS a plus

REPORTS TO   Supervisor of Information Services Operations   **SUPERVISES**   No supervisory duties

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POSITION GOAL

To recommend, implement and maintain the core operating systems and applications for the Information Services department for SCPS.

PERFORMANCE RESPONSIBILITIES

1. * Ensure that operating system software is configured to meet application and production system requirements
2. * Assist in application deployment with scripts, UNIX programming
3. * Maintain TCP/IP addressing throughout the SCPS network
4. * Participate in formulation of disaster recovery, backup, system monitoring and emergency procedures for both the Internet and Intranet infrastructures
5. * Maintain a proactive role in evaluating vendor's products for internetworking
6. * Maintain support contract information for Hewlett-Packard systems
7. * Provide hardware and software support for all Internet/Intranet systems. When available, assist in other IT operations support as needed
8. * Complete hardware/software installations, debugging of existing problems, and on-site support as required
9. * Administrate and recommend system/file server security policies
10. Perform other duties as assigned by the Supervisor of Information Services Operations.

Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	**TBA**	Function	**7750**	2 **Sedentary**	**November 18, 1997**
AO-10-F $61,532 - $94,387	Personnel Category	**6**	Survey Code	**77207**	3 **A - C / F - H / T**	
M-**12** D-**258** H-**1935**	EEO-5 Line	**44**	Job Code	**1683**	4 **Indoors**	