

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: This position is directly responsible for administering campus-enterprise IT infrastructure and services. This includes, but is not limited to messaging services, directory and authentication services, and other infrastructure-based services.

WORKING TITLE: System Administrator

**** DO NOT ERASE THIS LINE ****

POSITION NUMBER: 00003260

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

30% Administration and maintenance of Campus Active Directory System in the Open Systems Group. Responsible for Exchange design and administration, ensuring proper operation of University of Florida Active Directory systems. Administration and deployment of UF Active Directory Domain Controllers. Coordinate with the UF directory project and managers of other directory systems to ensure that the representation of directory data UF's Active Directory is consistent with representation in other directory systems, and consistent with institutional goals.

30% Administration and maintenance of Campus SMTP, Proofpoint, Exchange, and OCS/Lync messaging systems. Responsible for Exchange design and administration. Responsible for design and administration of front-end campus SMTP and Proofpoint/Spam and Virus message scanning and security. Responsible for administration, design, and maintenance of other Enterprise messaging systems: Exchange, OCS/Lync, and others.

15% Studies and evaluates new hardware and software products to enhance the functionality and efficiency of UF's Active Directory, Exchange, Proofpoint, SMTP, and other Enterprise IT Infrastructure.

15% Ensures proper operation and monitoring of University of Florida Active Directory, Exchange, Proofpoint, SMTP and other systems via appropriate mechanisms: Nagios, SCOM, etc.

10% Assists with system support, including system administration, installation, maintenance, and resolution of system and User problems of University of Florida Messaging, Directory, Authentication, and other services.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

N/A

SUPERVISION RECEIVED. EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

Regular meetings to review agenda and determine future course of action.

SUPERVISION EXERCISED. LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

None

NORMAL WORK SCHEDULE. (ENTER DAYS/HOURS HERE): Monday through Friday 7:30 AM to 4:30 PM. EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED

HOURS, TRAVEL, ETC.:

Responding to enterprise system events and deployments may require some work outside of normal hours.

Participation in an on-call schedule is required.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT <www.hr.ufl.edu/managers/class.htm>). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

This is a senior Information Technology position and requires in-depth knowledge and experience with team leadership, project management and systems architecture. Knowledge of various University systems is essential. Specifically:

- Applicant should know various types of computer systems including Windows 2008, 2003, 7/Vista/XP, and Unix.
- Applicant should be familiar with C#, and C++ computer languages, and Microsoft .NET technology.
- Applicant should be proficient in Microsoft's Active Directory
- Applicant should be proficient in SQL Server, and Exchange
- Applicant should be proficient in Office Communications Server or Lync Server 2010
- Applicant should have experience with Kerberos, Group Policies, Trusts, WINS, DNS, AD replication, sites, Security/Auditing, schema changes and interoperability.
- Applicant should be familiar with other directory services such as: LDAP
- Applicant should be proficient in one or more scripting languages such as Powershell, VBScript, Bash, Perl.
- Applicant should be able to learn new programming systems and demonstrate proficiency in them.
- Applicant should be familiar with IP based networking.
- Applicant should be a self-starter with strong initiative.
- Applicant should be able to interact with people in an effective and courteous manner.
- Applicant should be proficient in technical writing.

Experience administering Enterprise Level core infrastructure and messaging services such as: complex data systems, open systems, VMWare Infrastructure, virtual desktop infrastructure, Unix Infrastructure, Oracle. Knowledge of principles, practices and techniques for enterprise-level systems services in a top tier higher education environment.

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW. PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A "Y" IN FRONT OF ALL THAT APPLY.

THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

Y THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

Y THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

The position involves care and handling of restricted and sensitive data, including personal identifiers.

OTHER CHARACTERISTICS OF THE POSITION. DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE

OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

The tasks involved require a very high level of communication skills – written and oral. Frequent interaction is needed across the various project teams, with executive sponsors and with customers in order to ensure success.

NON EXEMPT (HOURLY) POSITIONS ONLY:

MACHINES AND EQUIPMENT USED REGULARLY. INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.

EXEMPT (BIWEEKLY/ANNUAL) POSITIONS ONLY:

POLICY MAKING AND/OR INTERPRETATION.

PROGRAM DIRECTION AND DEVELOPMENT.

LEVEL OF PUBLIC CONTACT. STATEMENT OF INTERNAL AND EXTERNAL BUSINESS CONTACT, INCLUDING FREQUENCY AND SCOPE.

The Senior System Administrator has high level of internal business contact. Daily communication regarding services and projects with upper management is critical to successful execution of the responsibilities of the position. External contact and professionalism is also critical when dealing with University-level contracts and large vendors such as Microsoft and Dell.

MONETARY RESPONSIBILITY. AMOUNT AND CONSEQUENCE OF ERROR.

Employee will provide input, and recommendations on budget issues, and aid in budget management.

STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA. (THE DISCLOSURE OF WHICH WOULD BE PREJUDICIAL TO THE SUCCESSFUL OPERATION OF THE UNIVERSITY OF FLORIDA.)

Employee will perform as a data custodian for University information, and should be appropriately familiar with University information and data security policies.

INFO TECHNOLOGY POSITIONS ONLY:

CREATIVITY, STRATEGY AND LEADERSHIP.

CREATIVITY: Should be creative in problem dissection and resolution. Should be able to apply existing knowledge, strategies, and techniques in resolution of new problems.

STRATEGY: Will contribute to the overall systems management strategy.

LEADERSHIP: Should provide leadership to peers with a professional demeanor.

Managing all account provisioning within UFAD, and assisting in the provisioning of AD accounts to all other UF service providers.

BUDGETARY RESPONSIBILITY.

None

COMMUNICATION. INTERNAL AND EXTERNAL, INCLUDING FREQUENCY AND SCOPE, NOTING CONFIDENTIAL COMMUNICATION.

The Senior System Administrator is in constant communication with project team members and university staff members regarding operations, services, development and on-going projects. Some of the communication is confidential, involving

restricted and sensitive data.

EMPLOYEE AND SUPERVISOR INFORMATION:

EMPLOYEE NAME:

IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER: Iain Moffat, Manager of Enterprise IT Infrastructure, CNS

REVIEWING AUTHORITY NAME AND TITLE:

CLASSIFICATION CHANGE ACTION COMPLETE ONLY IF REQUESTING A CLASSIFICATION CHANGE. INDICATE SPECIFICALLY HOW THE DUTIES OF THIS POSITION HAVE CHANGED SINCE IT WAS INITIALLY OR LAST CLASSIFIED.