



POSITION DESCRIPTION

TITLE: Enterprise Systems Administrator
FLSA STATUS: Exempt

CATEGORY: Professional
GRADE: J (TS)

JOB SUMMARY: Responsible for installing, implementing, administrating and maintaining a portfolio of Enterprise systems. Monitor, trouble-shoot, and fix Enterprise systems issues; contact and work with software vendors and perform enhancements and upgrades.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Provide configuration, implementation, enhancements, and support for Enterprise systems; analyze and process software to determine District functionality and impact.	20%
2. Evaluate, manage, and ensure adherence to best practices toward installation, implementation, and maintenance of Enterprise systems; keep up-to-date with current technical Enterprise systems knowledge and processes; provide technical expertise in the development of specifications and evaluations for software applications.	15%
3. Monitor, troubleshoot, and fix Enterprise systems related problems; coordinate with Database Administrators and relevant Systems Administrators regarding performance monitoring; manage backup and recovery strategies; determine and understand impact of applying upgrades to the system; determine user support problems and resolution.	10%
4. Manage and monitor Enterprise systems and take corrective action to prevent or minimize system down time; analyze test results and report results to supervisor and other staff members; maintain system documentation and inventory of records.	10%
5. Manage, install, and perform software upgrades; install vendor software patches to meet District needs; carry out security audits, address security issues and comply with operating standards.	10%
6. Act as technical expert for user support inquiries; conduct research on Enterprise systems and protocols supporting procurement and development efforts; contact and work with vendors in support of procurement and development efforts.	10%
7. Coordinate work activities with other areas; work with Database Administrators and Developers to insure application integration; participate in projects to implement and test Enterprise systems software applications.	10%
8. Adhere to change control processes and configuration management standards, department and District policies and procedures; make policy recommendations and implement changes.	10%
9. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: None.

BUDGET RESPONSIBILITIES: None.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Six (6) years of related experience.

SPECIAL CONDITIONS:

This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Proficiency in Enterprise systems Ellucian Banner;
- Experience with Oracle Database Management System (DBMS);
- Experience with web-based application stacks;
- Experience with Windows client and server platforms;
- Experience with Linux servers;
- Working knowledge of Windows and Linux security;
- Working knowledge of server and application virtualizations;
- Experience conducting backups, restores, and troubleshooting Enterprise systems issues;
- Effective organizational and planning skills, including attention to detail;
- Effective interpersonal, written, and oral communication skills;
- Ability to work independently and as part of a team;
- Ability to maintain confidentiality of work related information and materials;
- Ability to communicate and interact with individuals at all levels of the institution;
- Ability to manage multiple projects simultaneously;
- Ability to work irregular hours;
- Familiar with basic networking and communication protocols.

2. Equipment Used: Personal computer and a variety of equipment associated with a general office environment to include Windows and Linux Services.

3. Software Used: A variety of word processing, spreadsheet, database, e-mail, and presentation software in addition to Window servers, Linux servers, Oracle DBMS software, Oracle WebLogic Server, Apache Tomcat software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Enterprise Systems Administrator
------------------------	----------------------------------

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*