



## SYSTEM ADMINISTRATION JOB FAMILY

### CAREER PATH

#### **Senior Systems Administrator**

A Senior Systems Administrator position is accountable for the development, enhancement, and maintenance of multi-platform hardware and software operating systems at the high end of complexity and high risk/impact for assigned organizational areas. This position manages multiple system administration teams and is accountable for portfolio management of multi-platform hardware and software operating systems. This position may be accountable for team leaders and/or lower level of system administration supervisors. Other duties include interacting with stakeholders and high-level business users, managing vendor relations, and responsibility for assisting the Chief Information Officer (CIO) or other designated manager with strategic planning and direction.

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

In addition to those identified in the previous levels within this career path:

Comprehensive working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding of all assigned areas of systems administration, as well as the laws, principles, and practices as they are related to implementation within the agency.

Comprehensive working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive working knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.



## SYSTEM ADMINISTRATION JOB FAMILY CAREER PATH

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and ten years of IT experience.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

### **Necessary Special Requirements**

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.



## SYSTEM ADMINISTRATION JOB FAMILY CAREER PATH

**Pay grade:** 34

**FLSA Status:** Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 02/01/2025

**Reviewed:** 02/01/2025

**Revised:** --