

NEW MEXICO JUDICIAL BRANCH

NETWORK SYSTEMS ADMINISTRATOR SENIOR

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under direction, administer database and network servers. May be assigned as a team lead on a projects.

QUALIFICATIONS

Education: A bachelors' degree in business administration or management, computer science, information technology (IT)-related engineering or other related field.

Education Substitution: Four (4) years relevant experience, and/or a combination of relevant experience and technical education will substitute for education on a year for year basis.

Experience: Five (5) years of general experience in systems design, or administration, network administration or support activities in a multi-user environment of which two (2) years must be specific experience as a systems or network administrator in a multi-user client server environment.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for experience at a rate of 30 semester hours equals one (1) year of experience. Education may not be substituted for the specific experience required.

Knowledge: Knowledge of server operating systems and services, network operations and administration best practices; new technology and tools; system and network security backup and recovery strategies and procedures; computer software including word processing, spreadsheets; documentation tools; troubleshooting techniques and methodology; end users' needs and level of access; file and database configurations, maintenance and replication; diverse applications; hardware and software installations; web services, developer tools and system automation; capacity planning; business continuity assessment; monitoring tool implementation; virtualization technologies; storage management technologies.

Skill & Ability: **Skill in** maneuvering within the internet; discussing equipment with vendors; communicating effectively with diverse parties both orally and in writing using technical and non-technical language; organizing and setting priorities; providing guidance to lower level Network Systems Administrators; researching; determining which technology advancements will benefit the judiciary; comparing alternate systems and analyzing costs and benefits; managing and monitoring security devices; diagnosing and critically analyzing network issues and security requirements; determining appropriate level of users access multitasking; meeting deadlines under pressure; working independently; establish and maintain cooperative working relationships. **Ability to** facilitate project initiatives; logically design and diagnose hardware, software and network systems using schematics, technical manuals and other written technical instructions; install standard software; creatively communicate and solve complex IT problems, provide comprehensive alternative solutions; align systems to business processes and act as a team leader on projects.

EXAMPLES OF WORK PERFORMED

NEW MEXICO JUDICIAL BRANCH

NETWORK SYSTEMS ADMINISTRATOR SENIOR

Design, build, configure, monitor and troubleshoot system, database and network servers, including electronic mail, internet web, database, DHCP, file, print and domain name resolution services for judicial entity personnel; coordinate with technical staff, and staff concerning day-to-day activities and/or projects; ensure network connectivity; identify hardware equipment (on which the servers run) and configuration needs; monitor judicial database systems and establish and document procedures and methods for database performance; respond to end users; manage and monitor system security including identifying system vulnerabilities and incident response; centralize system logging and monitoring; use change control methods for system software updates; introduce tools to monitor, isolate and prevent disruption of services; confirm a data integrity plan and develop and execute disaster recovery procedures; administer software fire walls; perform and monitor server backups and restores; research new server technologies, methodologies and software and hardware; design, build and maintain development server environment to facilitate flow of software and systems projects through development, test and production stages; implement new services and methodologies to benefit Judiciary as appropriate; design, test and plan for modification and/or migration of replacement network systems; develop and implement plans for fully integrated systems, including operating, network and database systems and applications; ensure operating system software is properly installed, tested and configured for maximum operating efficiency and performance; manage and monitor software licenses; document processes and procedures for server administration, backup and restore procedures, and inventory and storage of media used; plan for efficient allocation of system storage capacity; monitor and track internet usage. **May** develop workstation images and install software and hardware migration; upgrade and patch hardware and software; administer end users accounts, train help desk, assign passwords and appropriate level of security access; configure routers and switches. May when assigned act as the team lead on a project(s) including motivating and mentoring others, planning and assigning work, and providing appropriate training, coaching and feedback.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. Travel may be required in the course of work (including meeting attendance and training) and a valid driver's license is required. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to kneel, stoop, lift, pull and carry up to 40 pounds. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases or contagious health conditions.