

**Systems Administrator
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=130122>

Downloaded On: Dec. 6, 2019 5:09am

Posted Oct. 1, 2019, set to expire Jan. 28, 2020

Job Title	Systems Administrator
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Oct. 1, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/1638706

Apply By Email

Job Description

Systems Administrator

Position Number: 2013141031

Department: Information Technology

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):

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Salary Range: A-134

Salary: Steps 1 - 6: \$7,474- \$9,540 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 09/27/2019

Initial Screening Date: 10/21/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on October 21, 2019, are assured consideration.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes a minimum of \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services (NBS).

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Note Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

DEFINITION

Under general direction, performs a variety of complex professional, technical, and analytical tasks related to the support and evaluation of the College's information technology systems, including installing, maintaining, and supporting servers, storage systems, network devices, and other components required for hosting enterprise applications; stays informed of new technology; provides recommendations, support, and assistance to the Director, Infrastructure and Data Security, other Information Technology support staff, and College users.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Infrastructure and Data Security. May exercise technical and functional direction over and provide training to assigned staff.

CLASS CHARACTERISTICS

This is an advanced journey-level class responsible for performing the full range of routine to complex functions required to maintain the College's enterprise applications infrastructure in a safe and secure manner. Incumbents perform complex assignments and projects requiring advanced knowledge of the concepts, practices, procedures, and policies of assigned functions. Incumbents at this level provide technical and functional leadership to staff. This class is distinguished from the Enterprise Network Administrator in that it provides a subject matter expert level of support for the enterprise server operation systems and storage systems, with primary focus on supporting server hardware and software for enterprise application support. This class is distinguished from the Systems Analyst/Programmer by the advanced technical work and the provision of technical instruction to lower-level staff. This class is distinguished from the Director, Infrastructure and Data Security in that the latter has overall responsibility for all programs, operations, activities, and services of the Infrastructure and Data Security unit.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs a variety of complex systems analyses in the installation, configuration, maintenance, and

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monitoring of servers, storage systems, network devices, and other components of the enterprise application systems infrastructure.

2. Manages computer servers, including installing, maintaining, and troubleshooting hardware and software upgrades to ensure effective server performance; identifies resource needs and allocates resources appropriately; installs and maintains software and tools on servers to ensure proper functioning of enterprise system applications; configures real-time monitoring to identify and resolve service outages and critical resource shortages in a timely and efficient manner.
3. Performs complex security control activities to protect systems from inappropriate access or destruction; configures and monitors security features and firewall rules; identifies and addresses vulnerabilities; researches and applies security updates as needed.
4. Administers storage area network (SAN), including configuring network storage directories, volume controllers, and redundant array of independent disks (RAID) arrays, creating managed disk pools and volumes, creating new allocations, and monitoring storage usage, performance, and access rules.
5. Configures and administers enterprise email infrastructure, including mail servers, routers, filters, and user account management.
6. Configures and monitors enterprise backup solutions to provide data backup services for servers and end users; develops and implements backup schedules; manages the tape library to ensure critical data is sent off-site for disaster recovery purposes; configures and monitors backup procedures on servers and other components; verifies that back-ups are successful and data can be recovered.
7. Proposes and implements system enhancements that improve the performance and reliability of the system; installs new operating systems, applications, and features; researches and implements upgrades and fixes as needed.
8. Automates routine tasks such as file transfers, mailing list updates, and user account management.
9. Develops training materials and conducts training for end-users and other information technology support staff.
10. Provides second and third level support to help desk, operators, and programming staff.

Other Duties:

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Performs other related duties as assigned.

Knowledge Of:

1. Advanced principles of computer system operations, enterprise infrastructure, and peripheral components including systems analysis and development techniques, and maintenance (GIT, Subversion, Puppet, Salt, Chef, Ansible).
2. Advanced principles and practices for identifying systems-related issues and actions needed to improve or correct performance.
3. Advanced principles, practices, procedures, and techniques involved in installation, configuration, operation, monitoring, and maintenance of enterprise level systems running multi-tiered and load balanced applications in high availability environments.
4. Advanced knowledge and experience with Unix (AIX, HP-UX), Linux (RedHat), and Windows operating systems used for business and campus applications.
5. Advanced knowledge implementing and maintaining enterprise storage area networks with FiberChannel and iSCSI protocols.
6. Advanced knowledge and experience with virtualization (VMWare, KVM, Xen, Citrix) and cloud environments (Software as a Service, Platform as a Service, Infrastructure as a Service).
7. Procedures for creating, modifying, and reporting systems security and event correlations.
8. Technical report writing practices and procedures.
9. Principles and procedures of record keeping.
10. Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

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Skills and Abilities:

1. Perform a variety of routine to complex functions in the installation, implementation, testing, and maintenance of a variety of support servers, storage systems, network devices, and other components required to host enterprise application systems.
2. Evaluates and applies up to date and modern system administration and management best practices effectively, such as system automation and software defined networks and system.
3. Analyze data and develop logical solutions to problems.
4. Monitor system and server utilization and recommend appropriate revisions to processes, procedures, and operations.
5. Evaluates, updates, and maintains disaster recovery procedures for hardware, software, and systems.
6. Establish and maintain a variety of filing, record keeping, and tracking systems.
7. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
8. Operate modern office equipment, including computer equipment and specialized software applications programs.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Understand scope of authority in making independent decisions.
11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college with major coursework in management information systems, computer science, or a related field, and four (4) years full time equivalent experience in supporting and implementing operating systems infrastructure and/or server administration.

OR

Equivalent to a Bachelors degree from a regionally accredited four-year college or university with major coursework in management information systems, computer science, or a related field, and two (2) years full time equivalent experience in supporting and implementing operating systems infrastructure and/or server administration.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking

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between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=https://hrjobs.mtsac.edu/postings/employment@mtsac.edu\]](mailto:https://hrjobs.mtsac.edu/postings/employment@mtsac.edu)employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-

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4225. E-mail: [[url=https://hrjobs.mtsac.edu/postings/employment@mtsac.edu](https://hrjobs.mtsac.edu/postings/employment@mtsac.edu)]employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [[url=http://hrjobs.mtsac.edu](http://hrjobs.mtsac.edu)]Mt. SAC Employment Website to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).



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Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [[url=https://apptrkr.com/1638706](https://apptrkr.com/1638706)]<https://hrjobs.mtsac.edu/postings/7349>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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