

POSITION DESCRIPTION

Position Title:	Senior Computer(Unix/Linux) Systems Administrator	Department:	Software
Incumbent:		FLSA Status:	Exempt
Reports To:	Computer & Network Systems Manager	Job Code:	
Supervises:	N/A	Date:	April 8, 2021

Summary

The Senior Computer Systems Administrator is responsible for supporting the design, deployment, maintenance and end-user support for the organization's Unix/Linux Computer Systems and Network environments and provides a senior technical support role in the development and implementation of Information Technologies (IT) strategies and plans.

Essential Functions

- Implement, manage, and support the physical and virtual Unix/Linux servers, desktops, and applications.
- Administer and support of network equipment including firewalls, routers, switches, WAPs, and SANs.
- Monitor and evaluate network performance, systems operations, and storage utilization to provide recommendations for system growth and improvements.
- Manage web and database servers and monitors performance.
- Monitor security products such as hardware and software firewalls, antivirus software/scanners, and malware/spyware tools.
- Manage backup systems to support recovery and continuity of operations.
- Provide network and computer support to staff and visitors.

Additional Responsibilities

- Makes routine trips to the summit site for system maintenance and support.
- Develop and maintain technical documentation.
- Maintain inventory of equipment and spare parts.
- Work with vendors and consultants on projects and technical support issues.
- Support teleconferencing systems such as Polycom and Zoom.
- Perform other duties consistent with the scope of this position.

Qualifications

- Bachelor's degree in related field or equivalent experience.
- Eight (8) years of experience with Unix or Linux systems.
- Eight (8) years of experience with server configuration and administration.
- Six (6) years of experience supporting and maintaining server hardware.
- Four (4) years of experience with scripting languages.

Additional Requirements

- Experience configuring and managing TCP/IP networks with a sound understanding of routing, firewalls, and client/server applications.
- Familiar with disaster recovery concepts and security frameworks.
- Experience installing, configuring, and maintaining web and database servers.
- Experience with virtualization technologies.
- Experience with Solaris, RHEL, or CentOS.
- Experience with Apache or Nginx and MySQL or Postgres.

Preferred Qualifications, but not required

- CompTIA or CCNA/CCNP.
- Experience with Sun hardware and Solaris maintenance.
- Experience with VMware ESXi.
- Experience with Nimble or NetApp.
- Experience deploying and optimizing WiFi networks.

Certificates and Licenses

- Valid driver's license and clean abstract.

Skills

- Possess sound knowledge of computer and networking technology.
- Ability to evaluate technologies, make recommendations, and lead significant upgrade efforts.
- Ability to evaluate network performance issues including availability, utilization, throughput and latency to make improvements.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Communications:** Ability to communicate effectively and concisely at all levels and across multiple technical disciplines. Ability to communicate effectively with vendors and contractors to ensure timely resolution of issues.
- **Interpersonal skills:** Ability to build collaborative, effective relationships with staff: within the project and with group managers throughout organization. Able to build collaborative relationships with key vendors. Ability to manage multiple projects and priorities within a fast-paced environment.
- **Commitment:** High energy level; long-term commitment to success of project; ability to be successful under pressure; adaptable to changing circumstances; able to accommodate multiple simultaneous demands.

Other Requirements

- Willingness to commit to the organization's core values: [Safety](#), [Integrity](#), [Respect](#), [Discovery](#), and [Service](#).
- Willingness to commit to the organization's cultural values: [Education/Learning](#), [Communication](#), [Teamwork](#), [Rewarding Work Environment](#), [Excellence](#), [Community Involvement](#).
- Willingness and ability to occasionally work nights and weekends.
- Willingness and ability to stay current with changing technology.
- Willingness and ability to be available for on-call assignments beyond standard office hours.
- Ability to work in a constant state of alertness and in a safe manner.
- Ability to occasionally work at the Observatory (14,000 feet elevations).
- Flexibility to occasionally work varying schedules including nights, weekends and holidays.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. This is *not* a complete list of the physical demands that may be required.

- **Sit:** Remain in the seated position continuously.
- **Talk:** Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Lift:** Raise or lower an object from one level to another (includes upward pulling) up to 25 lbs.

Work Environment

This job operates in a professional office environment. This role may use standard office equipment such as computers, telephones, photocopiers.

Environmental Conditions

These environmental conditions are representative of what an employee will encounter while performing the essential functions of the job. This is *not* a complete list of the environmental conditions that may be encountered.

- **Exposure to weather:** Subject to extreme cold. Temperatures can be below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
 - **Subject to Hazards:** Moving mechanical parts.
 - **Subject to constrained spaces:** Required to function in narrow aisles or passageways.
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The above information on this job description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

_____	_____	_____	_____
Incumbent	Date	Supervisor	Date

A copy of the current Job Description with both employee and supervisor signatures is to be kept on file in the Human Resources office.