

Class Code:	Prior 7/1/2004 2017	After 7/1/2004 2017
Title:	Computer Operation Sup	Desktop Systems Administrator
Pay Grade:	23	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Desktop Systems Administrator

Job Summary:

This is work managing UWF computer labs and/or supervising computer operations staff on one or more assigned shifts.

Example description of duties (not all inclusive):

Recommends the acquisition of technology equipment and software for assigned area.

Develops, plans, and recommends system hardware and software configuration upgrades and/or enhancements.

Assigns work to Computer Operators and/or data processing staff.

Trains new employees in operating and maintaining computer systems and in following procedures.

Prepares production schedules, determines priorities, and monitors workflow through several production areas.

Acts as liaison with assigned departments and outside vendors to purchase equipment.

Formulates and improves operations documentation.

Assists users with job submission and output material.

Monitors environmental control of computer facilities.

Implements operational policies and procedures including production scheduling and quality control.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.