Unix Administrator

Bargaining Unit: Alameda County Management Employees Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Revision Date: Jan 16, 2009

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, administers or leads the work involved in configuring, installing, maintaining and managing the use of application servers, file servers Web servers, mail servers and image servers; and perform other related duties as required.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all the duties listed.

1. Leads and trains junior administrators; interfaces with vendors to ensure that maintenance is current and appropriate; ensures that the operating system and development tools are at the right release levels and that patch levels are current; maintains statistics that reflect performance and resource utilization in the primary servers; manages system reliability, security and performance.

2. Troubleshoots operating systems, network and security problems.

3. Provides tuning services for the network, database, operating system and applications.

4. Develops scripts, system utilities and procedures to automate repetitive and time-consuming system administration tasks.

5. Adds users, files and systems; installs upgrade patches; installs software applications and tools.

6. Monitors CPU/memory usage; ensures Forte name servers and applications are operational.

7. Performs backup of test, development, training and production databases and files; performs backup of various Unix servers; performs backup of database administrator on monitoring Informix database as it relates to Unix environment.

8. Acts as liaison to the County Information Technology Department regarding network problems.

MINIMUM QUALIFICATIONS:

Education:

Related courses in Unix systems administration

<u>And</u>

Experience:

The equivalent to one year of Unix systems administration experience on various Unix platforms.

KNOWLEDGE AND ABILITIES:

Knowledge of networks and various server and workstation hardware; Unix performance tuning and monitoring; TCT/IP networks.

Ability to diagnose problems; use Unix shell scripts; use related productivity tools; communicate orally and in writing; establish and maintain working relationships with staff and Court personnel