

OPERATING SYSTEMS ADMINISTRATOR

DEFINITION

Supervises, plans, coordinates, and directs the configuration, development, and implementation of Enterprise Servers, Storage, and Operating Systems (zOS/MVS, AIX, LINUX, WINDOWS, SOLARIS, UNIX) and related infrastructure, and serves as a liaison amongst the applications, data base, operating systems, project management, and administrative management staff.

TYPICAL DUTIES

Supervises and participates in the selection of hardware and software platforms for District Enterprise Systems.

Defines and supervises work related to the design and acquisition of reliable, scalable, accessible and secure storage systems, enterprise servers, networks, peripherals, backup/restore systems and the management software required to maintain and monitor the above mentioned hardware.

Formulates and develops systems approaches involving advanced and innovative methodologies, concepts, and techniques.

Performs Operating Systems monitoring and performance tuning.

Ensures adherence to industry best practices and technical standards.

Recommends long-range development plans in specific areas of data processing to include SAN, Identity Management, Virtualization, resource utilization, and monitoring.

Analyzes existing hardware products and software packages to determine the feasibility of using existing products rather than developing new systems.

Provides forecasts on capacity planning for each of the District's Enterprise Applications.

Evaluates new applications to determine their effect on existing applications, production hardware, and system software.

Supervises the preparation of technical specifications to be used in proposal or quotation requests.

Consults with users, technical, and management personnel in recommending solutions for projects affecting the Districts enterprise wide servers, storage, and related software systems.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Operating Systems Administrator supervises Operating System Specialists involved in the development of advanced data processing systems, preparation of technical specifications, and analysis of large, complex enterprise systems.

The IT Administrator, Shared Technical Services plans, organizes, and directs the activities of a branch that is responsible for the planning, administration, and maintenance of enterprise-wide servers, databases, operating systems and related software and multiple data center operational functions.

An Operating Systems Specialist recommends long-range development plans, prepares technical specifications, and analyzes hardware and software requirements for District operating systems.

SUPERVISION

General direction is received from the Information Technology Administrator, Shared Technical Services or Deputy Director of Data Processing. General supervision is exercised over Operating System Specialists and other technical personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Enterprise server, storage, and infrastructure hardware, software, and operating systems such as UNIX, LINUX, AIX, and Windows
Storage Area Networks (e.g. Cisco, MDS 9500) and Enterprise Storage Systems (e.g. IBM DS8000, HP 3Par, Virtual Tape Library)
Operating system monitoring and performance tuning utilities (e.g., BMC, SAR, TOP, TOPAS) and methods
Complex information technology operating, database, and applications systems (e.g., Windows Server, Domain Controllers, Windows IIS, Web Logic, SAP, Oracle, DB2, KORN Shell, PERL)
TCP/IP and related devices including NFS and DHCP
HP Openview and its options
LVM setup for clustered hosts (HACMP, Oracle Rac, Oracle ASM, and MSCS)
Security hardening processes and concepts (e.g. IPSEC)
Communications hardware and software (e.g., CSM, switches, gateways)
Data systems analysis and design
Computer hardware and compatibilities including mainframe, open systems, related peripherals, and software utilities
Business and educational data processing applications
Distributed and centralized processing techniques
IP addressing and subnet schemes
Domain name, e-mail, and firewall servers
Project management methodology including planning, costing, and resource management
System virtualization software such as VMWare and Citrix Zen

Ability to:

Analyze the information needs, problems, and procedures of other departments
Evaluate and adapt new data processing techniques
Design and implement technical modifications and upgrades
Prepare work, time, and cost estimates and reports
Develop detailed project implementation plan, scope, and budget
Plan, coordinate, and provide leadership in complex activities involving many participants
Analyze problems in computer operation, program logic, and communications
Prepare long-range plans
Monitor, analyze, and forecast system resources and plan for future growth
Develop processes and procedures that can be audited for compliance with "industry best practice" guidelines
Solve problems involving integration of advanced technology departments
Represent the District at technical meetings
Express difficult concepts clearly and concisely
Analyze and diagnose malfunctions and perform required repairs of computer operation, program logic, and communications
Use the maintenance utilities in repairing system defects and restoring files and file systems
Work effectively without supervision
Maintain effective working relationships with District personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in computer science, information systems, telecommunications, data processing, electrical engineering, or industrial engineering. Graduate level courses in engineering, computer science, and operations research are preferable. Qualifying experience in addition to that required below may be substituted on a year-for-year basis for the required education provided that the requirement of a high school diploma or equivalent is met.

Experience:

Five years of experience in the design, installation, maintenance, and modification of mainframe, Microsoft, and open systems operating systems software. Two years of this experience must have been as an operating systems professional with major responsibility in a large computerized installation including professional level experience with IBM operating systems (zOS/MVS, VM, and AIX), Linux (Red Hat or SUSE), or Windows Operating System. At least three years of experience with systems generation, SAN storage systems, enterprise backup/restore systems, dynamic storage and partition allocation processes is preferable (this experience may be concurrent). Any of the above mentioned experience must also include at least two years of performance measurement and systems monitoring techniques, and development of long-range plans for transition to new operating systems. Experience with LAN and WAN infrastructure, SAP support, dump analysis, and Windows Server Operating Systems environment are preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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