



COUNTY OF GALVESTON

CLASSIFICATION TITLE: Principle Server Analyst
DEPARTMENT: Information Technology
REPORTS TO: Server Team Supervisor

IT/17

PAY GRADE: 21
PAY STEP: O

Date Created: January 25, 2010
Date Revised:

Approved by: _____
Approved by: _____

FLSA STATUS: Exempt Non-Exempt **Pay Range:** Annual: \$ 69,612 to \$ 74,964

POSITION SUMMARY: This position administers and maintains Windows, Unix and IBM OS servers and data storage systems.

ESSENTIAL FUNCTIONS

Responsible for design, implementation, and administration of Microsoft network infrastructures for business solutions
Administers and maintains Windows, Unix and IBM OS Servers; installs, configures, set up, and troubleshooting
Performs hardware maintenance and repair tasks as needed
Administers and supports Active Directory objects and policies.
Supports infrastructure services, including; SQL, DNS, DHCP, Web Services, E-Mail, SMTP and Printing.
Assists with escalated incident management and event management for server related incidents.
Administers and maintains Network Attached Storage systems
Administers and maintains data replication and archival systems and backup/restore procedures.
Assists in the planning and implementation of disaster recovery processes.
Provides technical support to county employees as requested.
Administers and maintains Virtualization and remote access systems
Performs system level capacity planning and workload management for servers and data sources.
Performs user administration including accounts, permissions, directory structure, and the like.
Assists in the administration and maintenance of the virus protection systems.
Performs other related duties as assigned.

REQUIRED KNOWLEDGES AND SKILLS

Comprehensive knowledge of the purposes, principles, terminology, and practices employed in computer system analysis, support, and maintenance.
Comprehensive knowledge of legislation, current problems, and professional literature in the fields of computer systems analysis, support, and maintenance.
Comprehensive knowledge of advanced professional techniques in the fields of computer systems analysis, support, and maintenance.
Comprehensive knowledge of local and state law, procedures, and policies as they relate to the mission of the department.
Comprehensive knowledge of all computer hardware and software systems, applications, and equipment used by the department.
Thorough knowledge of computer processing systems, programming, and systems analysis.
Thorough knowledge of the application of new and existing technology towards County department operations.
Thorough knowledge of the preparation and interpretation of statistical, technical, and narrative reports regarding department activities.
Thorough knowledge of county department operations, organization, accountability, and responsibility.
Working knowledge of administrative planning, management, and supervision as it applies to the position.
Skill in analyzing current problems, assessing future problems, and formulating complex action plans to facilitate resolution of said problems.
Skill in performing mathematical calculations.
Currently hold or obtain a Microsoft MCSE certification within 120 days of hiring date
Physical condition commensurate with the demands of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects. The work is typically performed in a standard office setting.

SUPERVISORY RESPONSIBILITY

This position exercises project supervision over Server Analysts and Senior Server Analysts

MINIMUM QUALIFICATIONS

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with five to ten years experience of service.
Minimum one to two years of experience in designing, installing, configuring, and troubleshooting network server systems.
Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.