

SNOHOMISH COUNTY JOB DESCRIPTION

SYSTEMS ADMINISTRATOR SUPPORT 4 - DIS

Spec No. 3360

BASIC FUNCTION

Responsible for supporting connection between the business and information technology infrastructure and systems, focusing on providing support for insight and alignment between the two areas in moderately complex problems that impact a single organization or large workgroup. This work is performed at the enterprise level.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Applies advanced knowledge and skills in multiple integrated specialties with proficiency in all job functions related to support, maintenance, operation and administration of local area network (LAN) systems, hardware and software.
2. Provides creative, practical support solutions, consulting with higher level staff as needed, in a wide range of complex problems that affect a large number of users, require a large amount of resources, are of long duration and/or high risk; and designs/creates programs, data structures and reports in the area of support for network administration.
3. Regularly represents specialty area on a variety of teams; mentors, directs, leads or supervises staff at 1-2 levels below; leads small groups; and is able to shape significant positive change in work correlated with support, maintenance, operation and administration of local area network (LAN) systems, hardware and software.
4. Applies a working knowledge of project planning, management and methodologies in projects that incorporate support, maintenance, operation and administration of local area network (LAN) systems, hardware and software.
5. Acts independently, with understanding of complex support and maintenance issues, consequences for a large number of users, impact of using a large amount of resources, short and long term implications, and/or potentially high risk. Exercises considerable judgment in determining objectives of assignments.
6. Demonstrates understanding of advanced, rigorous thinking skills on complex issues. Displays an awareness of how to analyze, prioritize, abandon prejudices and previous ideas, and apply practical considerations. Handles assignments across multiple specialties and in roles associated with the area of supporting support for network administration.
7. Communicates effectively with others by developing and presenting material in written, verbal and graphic format about complex issues about support for network administration.

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STATEMENT OF OTHER JOB DUTIES

8. May perform any of the duties and responsibilities of all lower level positions. May perform duties at the same level from other specialty areas. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in information technology, computer science, business administration or related field; AND three (3) years directly relevant IT experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass criminal background check. Must pass job related tests.

PREFERRED QUALIFICATIONS

IT certification in a directly related specialty is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the tools, standards, methods, best practices and industry trends applicable to this specialty
- working knowledge of project planning, management, and methodologies

Ability to:

- understand and follow county and state regulations, policies, etc.
- regularly represent specialty area on various project teams
- continue to be knowledgeable about current and emerging technologies
- work well with others
- provide direction
- support resolution of conflicts and difficult technical decisions
- demonstrate strong written and verbal communication skills
- use personal computer technologies to enhance job proficiency
- create effective system documentation
- communicate with others regarding potential and actual technical problems
- thrive in a service oriented environment, interpreting client needs

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SUPERVISION

The employee works independently, with minimal supervision.

WORKING CONDITIONS

The work is generally performed in typical office conditions. Customers are primarily internal at the County. Job requires regular contact outside Department of Information Technology (DoIT). Will perform some field work in certain specialty areas. Some repetitive movements at a computer.. May require occasional lifting and moving of up to 50 pounds. On-call during off duty hours and required to work evenings, weekends and holidays as necessary. May be assigned work shifts consistent with 24 hours/day, 7 days/week coverage.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2008
Revised: July 2017
EEO Category: 3 - Technicians
Pay Grade: 774 – Information Services
Workers Comp: 5306 Non-Hazardous