AUBURN
Human Resources

Sr Systems Engineer

Job Description

JOB INFORMATION

Job Code	MA47
Job Description Title	Sr Systems Engineer
Pay Grade	IT08
Range Minimum	$69,760
33rd %	$88,370
Range Midpoint	$97,670
67th %	$106,970
Range Maximum	$125,580
Exemption Status	Exempt
Approved Date:	11/25/2019 5:00:07 PM
Legacy Date Last Edited	11/10/2019

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	General IT Infrastructure Systems Administration

JOB SUMMARY

Under minimal supervision, functions as a lead technical expert. Performs work that is usually complex in nature, seeking assistance only when policy or architectural direction prevent a clear decision from being made and solves unanticipated problems independently. Assesses technology trends and issues and defines technical solutions to meet University technology needs. Ensures stability, integrity, and efficient operation of the information systems that support University functions.

RESPONSIBILITIES

- Leads functional counterparts to design and develop University procedures, configurations, complex workflows, and system integration procedures. Documents deployed systems and their integration points. Creates and coordinates routine audits and testing.
- Establishes and coordinates the administration and maintenance of University systems according to University and industry standards. Establishes and coordinates enterprise-level configuration changes to systems and applications to identify, correct, and prevent operational and architectural problems. Develops recommendations for the monitoring of University systems to ensure compliance with departmental and University standards.
- Architects and approves technical solutions to automate, monitor, test, and deploy applications. Establishes the methods and procedures for collecting, organizing, interpreting, and classifying system and log data for security, performance, and capacity planning needs.
- Provides oversight and recommendations of backup/recovery plans and procedures for compliance with enterprise guidelines. Defines and oversees backup and disaster recovery processes and procedures. Coordinates testing of high availability, backup, and disaster recovery processes in accordance with departmental standards.
- Establishes enterprise-level standards for the implementation of new technology deployments and system integration testing.
- Collaborates with project leaders and management to identify technology gaps and recommend changes and improvements. Coordinates and provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems and serves as a subject matter expert and consultant to University departments.
- May provide on-call support for designated systems and services.
- May serve as a lead within the team, coordinating the work of others and serving as the primary contact.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred. Master's Degree in related field preferred.	and	6 years of	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert understanding of server infrastructure and operating systems.	And
Ability to test and troubleshoot vulnerabilities in software and hardware.	And
Ability to implement software and upgrade firmware.	And
Ability to recognize, analyze, and solve a variety of problems.	And
Ability to effectively communicate technical concepts to a non-technical audience.	And
Ability to lead and mentor others.	And
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.