

<p style="text-align: center;"><b>SYSTEM ADMINISTRATOR</b> <b>Fifth Judicial Circuit</b></p>
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**MAJOR FUNCTION**

This is responsible work assisting the Fifth Judicial Circuit Trial Court Technology Officer (CTO) in planning, analyzing, implementing, and supporting the Circuit's IT servers and associated resources, including local, metropolitan, and wide area computer networks. Working relationships are established as needed with Judges, department managers and non-judicial officers, and employees. The Systems Administrator reports to the CTO. Work products are reviewed by the CTO for results and achievement of goals.

**ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Directs and supervises personnel in the planning, scheduling, and implementation of the Court's telecommunications and information technology (IT) systems and components. Reviews requests for addition or changes to existing voice, video, and data telecommunication systems and makes determinations regarding feasibility in order to maintain appropriate levels of service.
- Prepares and directs the preparation of work orders for the Court's telecommunications needs and all supporting documentation. Coordinates assignment of work with various equipment, vendors, and State or County staff to ensure timely completion.
- The Systems Administrator works with members of the Circuit's Information Technology department and other entities to provide secure, reliable access to applications and services. The Systems Administrator assists the CTO in preparing technology plans and system standards, including security, strategic planning, and interoperability documents.
- Determines budgetary requirements for telecommunications and IT systems and provides long-range planning related to telecommunications; serves as contract administrator for data telecommunications projects.
- Manages and directs maintenance of the Court's telecommunications and IT systems and services through contracted vendors, ensuring limited down time due to malfunctions.
- Directs processing of billing as specified in County or Court procedures for additions, changes, repair service orders, cabling, and multiple special billing.
- Oversees the planning, designing, installation and maintenance of networks in support of information systems. Develops plans to ensure that the long-term telecommunications and IT needs are identified and met.
- Reviews telecommunications and IT systems plans for completeness and accuracy. Approves technically new data telecommunications systems, equipment, and service acquisitions for the Court, ensuring economic and feasibility needs are met.

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- Designs and configures distributed computers and computer systems with the appropriate hardware and communications components to solve business and office problems for local or wide area networks.
- Directs and reviews the installation and implementation of distributed computers, computer networks, and local area networks.
- Analyzes hardware, software, and communication problems using diagnostic software and network monitors for the Court's distributed computers and network.
- Travel within the Fifth Circuit is required.
- Monitors production and development systems, and initiates problem solving. Plans and organizes special project work by evaluating conditions to determine which tasks should be performed in what order and what materials or information are required.

**SECONDARY FUNCTIONS**

- Performs other tasks as assigned.

**CUSTOMER SERVICE**

This is a front-line management position for providing excellent customer service to other State or County departments, employees, and members of the general public. Personal contact occurs with other employees of the Court, employees of other departments in the County, citizens, and customers of the Court. Service is provided in person or by phone contact.

**SUPERVISION**

Direct supervision over a relatively small number of employees and indirect supervision of a small size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations. The position assists the CTO and senior management in personnel decisions related to directly and indirectly supervised employees.

**EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

**Education and Experience**

Graduation from an accredited four-year university with major course work in computer science or management information systems, and three years of experience in systems administration, database administration, and distributed network systems. Progressively responsible experience in information systems may substitute for the recommended college education on a year for year basis.

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**Licenses**

Valid Florida Drivers License.

**Certifications**

Professional IT certifications as needed.

**JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

**Language Skills**

- Ability to read, analyze, and interpret common technical journals and financial reports.
- Ability to respond to common inquiries, complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

**Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Problem Solving Ability**

- Ability to apply principles of logical thinking to a wide range of practical problems.
- Ability to deal with nonverbal symbolism graphs in their most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.
- Analyzes major organization systems on a continuous basis.

**Specialized Skills and Abilities**

- Ability to design, budget, implement, and maintain distributed server-based solutions for IT services.

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- Working knowledge of network protocols and issues related to secure distributed server-base systems, including E-mail, database, web, and applications servers.
- Ability to monitor, maintain, and provide technical support for LAN and WAN communications infrastructure, including wireless technologies, as well as related distributed computer systems.
- Ability to perform hardware and software troubleshooting on both server and workstation levels.
- Ability to work in a team environment to provide reliable services to a wide range of users, providing backup support for all aspects of information technology.
- Ability to rapidly learn, evaluate, and implement new technologies.
- Ability to communicate clearly and effectively in both verbal and written form.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and to lift up to fifty pounds; will regularly be required to sit, use hands to finger, handle, or feel; and frequently be required to talk or hear. Vision requirements are close vision and color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to moving mechanical parts; fumes, gases or odors; toxic/caustic substances, and risk of electrical shock. The typical noise level for this environment is moderate to loud.

Established: 12/04 Pay Grade: 29
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Category: 2 Status: E
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**SYSTEM ADMINISTRATOR**  
**Fifth Judicial Circuit**

Job Description Number: 3077

Revised: 10/2005