

JOB DESCRIPTION
San Diego County Office of Education

Data Center Administrator

Purpose Statement

The job of Data Center Administrator is done for the purpose/s of planning, organizing, coordinating and managing the activities and functions of the Computer Operations Unit; assisting in the coordination of activities and operations with other data processing units; implementing and maintaining disaster preparedness plan; providing network and mainframe service and support; and preparing and administering departmental budgets.

Essential Functions

- Administers the unit budget for the purpose of monitoring and controlling expenditures, ensuring that allocations are accurate, revenues are recorded, and expenses are within budget limits.
- Assign service tickets to staff for the purpose of providing timely response to requests from other departments.
- Collaborates with vendors for the purpose of purchasing goods and services needed by the department and organization.
- Consults with other departments and districts for the purpose of providing technology services and solutions for security and efficiency.
- Coordinates the maintenance of servers for the purpose of maintaining reliable and secure technology services to the organization.
- Develops a variety of support processes and documentation (e.g. change requests, updated policies, procedures, etc.) for the purpose of providing services within established timeframes.
- Implements new software and system applications for the purpose of addressing organizational needs and providing operational capabilities to users.
- Maintains disaster recovery plan for the purpose of recovering mission critical technology services in the event of a disaster.
- Manages back-up infrastructure and policies for the purpose of providing data recovery within the mandated retention period.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs personnel administrative functions for assigned staff (e.g. training, supervising, evaluating, etc.) for the purpose of enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Researches emerging technology for the purpose of being knowledgeable on trends, recommending acquisitions for improving efficiencies and reducing costs to the assigned manager.
- Schedules hardware replacement, migrations and upgrades for the purpose of providing up-to-date technology to the organization.
- Trains selected personnel for the purpose of ensuring their ability to use new and/or existing processes.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; monitoring workflow, implementing utility programs; supervising staff and project groups; using pertinent software applications.; analyzing data; and performing standard bookkeeping.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy systems; application programming languages; system design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; networking principles; document imaging; and project management.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.; available on-call; working extended hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency Education, training, or experience which demonstrates possession of the knowledge, skills and abilities detailed. An example of typical qualifying experience would include a combination of a college degree in business administration or accounting, and five years of progressively responsible experience in computer operations in a large mainframe environment. Such experience must include experience overseeing workflow and

operations for a designated shift and work experience with computers, networks, databases and enterprise systems.

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

Personnel Commission Approved: October 19, 2016