



XEC Solutions, LLC

Expedite. Experience. Exposure.

Senior Systems Administrator

General Function

Provides expert judgment and analysis for the design, development, and implementation of complex computing systems. Technical expert in multiple highly specialized phases of software systems design and support. Formulates and designs specifications for the most complex operating software applications or modifies and maintains existing complex applications. Performs highly complex technical work applying skills in programming, systems design and software engineering.

Work is performed with independence and initiative under the general supervision of the Enterprise IT Supervisor. Performance is reviewed through observations, conferences, reports and achievement of desired results.

Representative Duties

- Performs high-level project planning and management of hardware and software installations and upgrades.
- Recommends technology solutions that will support and enhance the computing environment.
- Creates and implements policies for the use of computing environment.
- Provides Instruction, direction and reviews the work of other systems analysts.
- Defines functional and technical specifications for hardware and software. Researches and recommends new hardware and software technology approaches.
- Conducts complex problem diagnosis and provides resolution.
- Provides technical leadership for system administrators, system programmers, or others as assigned.
- Creates solutions through the use of one or more scripting languages.
- Performs other related duties as assigned.

Minimum Qualifications

- Bachelor's Degree from an accredited institution in Computer Science, Software Engineering or closely related field and five years of systems design experience. Experience must include two years of systems design experience in a supervisory or lead capacity.
- Extensive knowledge of infrastructure systems, application programming, and network connectivity.