

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SYSTEMS ADMINISTRATOR III -
Information Systems Management

SALARY GROUP: B21

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Ronald Scott Herrin DATE: 05/13/25

POSITION #: 008278

I. JOB SUMMARY

Performs complex systems administration work. Work involves maintaining the upkeep, configuration, and reliable operation of systems; installing and upgrading computer components and system software; and providing guidance to others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Installs, configures, maintains, and administers servers, operating systems, and applications; determines operational, technical, and system requirements for the location, installation, operation, and maintenance of servers; and analyzes, troubleshoots, and resolves system hardware, software, and networking issues and provides status reports to management.
 - B. Maintains workstation and server data integrity by using the appropriate software and hardware solutions along with implementing a schedule of backups for data archiving; and assists in completing projects and in performing systems software and hardware reviews.
 - C. Studies existing information processing systems to evaluate effectiveness; and develops new systems to improve production or workflow as required.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Computer Science, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

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2. Two years full-time, wage-earning experience with computer hardware and software, systems administration, and resolving problems with computer systems.
3. Two years full-time, wage-earning experience with Microsoft Windows Server, infrastructure, or cloud administration.
4. One year full-time, wage-earning experience with Microsoft PowerShell or equivalent scripting language.
5. Project coordination experience preferred.
- * Ability to maintain the security and integrity of critical infrastructure as it is defined by state law.

B. Knowledge and Skills

1. Knowledge of systems administration, computer hardware and software configuration and troubleshooting, and operating systems and applications.
2. Knowledge of computer programming and architecture of scripting languages.
3. Knowledge of internet security and enterprise systems administration.
4. Knowledge of scripting languages and automating tasks.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a local area network environment.
11. Skill to recognize, analyze, and resolve complex technical issues.
12. Skill to use network management, administration, and other system administration tools.

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13. Skill to adhere to professional development and training schedule.
14. Skill in scheduling, testing, installing, and implementing system software; and troubleshooting computer systems.
15. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, and approaches to problems; solving problems, scheduling, testing, installing, and implementing system software; and troubleshooting computer systems.
16. Skill to analyze systems and procedures, to write and revise standards and procedures, to handle multiple projects, to provide guidance to others.
17. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, and approaches to problems.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, audiovisual equipment, telephone, dolly, and automobile.