

15 NOV 25 P1:39

**Lucy Flores Mendez**

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**From:** Chuck Vesper  
**Sent:** Tuesday, October 27, 2015 1:10 PM  
**To:** Allen Springer; Mary Starrett; Stan Primozich; Laura Tschabold  
**Cc:** Lucy Flores Mendez; Ken Huffer; Keri Hinton  
**Subject:** System Administrator Add-on  
**Attachments:** System Administrator.docx

Commissioners and Laura,

Please find attached a new job description of the proposed System Administrator classification in the IT division. The systems administrator is responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for critical systems. The delineation of the Network and System Administrator positions will allow for a higher degree of oversight for both the network and systems. The System Administrator will need approval for both position and budgetary authority. This will be a non-bargaining position Range 28.

I respectfully recommend you approve this request.

Lucy,

Would you put this on as an add-on for Thursday, please?

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Accepted by Yamhill County  
Board of Commissioners on  
10.29.15 by Board Order  
# 15-441

## **System Administrator**

The system administrator seeks to ensure that the uptime, performance, resources, and security of the computers he or she manages meet the needs of the users, without exceeding the budget.

To meet these needs, a system administrator may acquire, install, or upgrade computer components and software; provide routine automation; maintain security policies; troubleshoot; train and/or supervise staff; or offer technical support for projects

A system administrator's responsibilities might include:

- Analyzing system logs and identifying potential issues with computer systems.
- Introducing and integrating new technologies into existing data center environments.
- Performing routine audit of systems and software.
- Applying operating system updates, patches, and configuration changes.
- Installing and configuring new hardware and software.
- Adding, removing, or updating user account information, resetting passwords, etc.
- Answering technical queries and assisting users.
- Responsibility for security.
- Responsibility for documenting the configuration of the system.
- Troubleshooting any reported problems.
- System performance tuning.
- Ensuring that the network infrastructure is up and running.
- Configuring, adding, and deleting file systems.

In larger organizations, some of the tasks above may be divided among different system administrators or members of different organizational groups. For example, a dedicated individual(s) may apply all system upgrades, a Quality Assurance (QA) team may perform testing and validation, and one or more technical writers may be responsible for all technical documentation written for a company. System administrators, in larger organizations, tend not to be systems architects, system engineers, or system designers.

In smaller organizations, the system administrator might also act as technical support, Database Administrator, Network Administrator, Storage (SAN) Administrator or application analyst.