

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Data Center Specialist
Department: Information Systems
Revised : August 2016

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Data Center Specialist classification.

GENERAL DESCRIPTION

Responsible technical work in server back-up and integrity in order to recover the County's data in the event of a disaster or loss of data. While work is performed with a degree of independence, general supervision is provided by the Information Systems Director, who reviews work through completion of work orders and major projects and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains server software and updates for both the operating systems and applications.

Maintains Microsoft Active Directory and develops policies and scripts to automate logins, startup tasks, and security on client workstations.

Maintains backup systems and ensures system integrity for all of the servers throughout the County.

Maintains and develops server, data center, and rack infrastructure involving cable management, power requirements, rack allocation, and server mounting for the County's server rooms and wiring closets.

Works with vendors on support and implementation involving hardware and applications to resolve problems and performs upgrades for new or existing systems.

Maintains countywide IP printing from PC and Server applications which include configuring printers/copiers for network connectivity and adding them to the server and making them available to the users.

Performs or assists with end user support on desktop hardware and software.

Trains and documents implemented solutions so Information Systems staff can install and troubleshoot new or existing hardware and software.

Monitors server performance and makes corrective actions when needed.

Manages and analyzes the data base.

OTHER JOB FUNCTIONS

Performs duties of the system operator as necessary.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the capabilities and limitations of computers and related peripheral equipment.

Considerable knowledge of the principles, practices, hardware, software and equipment related to local government computer operations and in obtaining maximum utilization of computing equipment.

Considerable knowledge of switches, rack infrastructure, connectivity, cable management, and power requirements for computing equipment and peripherals.

Knowledge of hardware and software technologies currently available and the repair and maintenance of computers and computer-related equipment.

Ability to analyze information, troubleshoot, and solve problems related to server and data center operations.

Ability to write clear and concise instructions.

Ability to install and uninstall computer hardware.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with officials, department directors, key employees in other departments, and fellow employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs. or less unassisted and weights over 65 with assistance. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include extended periods of time reviewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Computer Technology, Computer Science, or related field and two years of computer hardware, software, and equipment installation and maintenance experience; or an equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**