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## **SA-ERPSA-02 ERP Systems Administrator, Senior**

### **Duties:**

Monitor and coordinate all data system operations, including security procedures, and liaison with end users. Ensure that necessary system backups are performed and storage and rotation of backups is accomplished. Monitor and maintain records of system performance and capacity to arrange vendor services or other actions for reconfiguration and anticipate requirements for system expansion. Assist managers to monitor and comply with County data security requirements. Coordinate software development, user training, network management and minor installation and repair of equipment.

### **Education:**

An Associate's degree from an accredited college or university in Computer Science, Information Systems, Business or other related technical discipline.

### **General Experience:**

Two years experience in a computer-related field.

### **Specialized Experience:**

One year experience administering multi-user, shared processor systems and data communications networks.

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