



XEC Solutions, LLC

Expedite. Experience. Exposure.

Systems Administrator

General Function

Formulates and designs specifications for more complex operating software applications or modifies and maintains existing complex applications. Performs technical work applying skills in programming, systems design and software engineering. Designs, codes, tests, debugs and documents programs.

Work is performed 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.
- Provides technical leadership to systems programmers.
- Defines functional and technical specifications for hardware and software.
- Researches and recommends new hardware and software technology approach.
- Conducts problem diagnosis and resolution.
- 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 four years of systems programming experience.
- Knowledge of Microsoft Office Products, Security administration, Network protocols (TCP/IP), workstation and servers experience, desktop and laptop computers, Independent Software Vendors (ISV) products.