



A World-Class Community of Learners

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE **CONTRACT REFERENCE**
 Systems Administrator Individual

TITLE OF IMMEDIATE SUPERVISOR **VERSION DATE**
 District Technology Manager May 2013

JOB SUMMARY

Responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware, software and related infrastructure. Ensure efficient day-to-day operation of school district computer networks and telecommunication systems.

TASK NO. **FREQUENCY BAND/GRADE**

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Monitor, repair, and maintain servers, network services, and intra-/inter-building Internet connectivity.	20%	
2.	Network Management <ul style="list-style-type: none"> • Maintain district virus and filtering hardware and software. • Maintain district routers, firewall, cable modems, ISP, and VPN. • Implement and maintain VMware, network servers, SAN, NAS, wireless infrastructure, and managed switches. 	20%	
3.	Storage, Backup and Recovery <ul style="list-style-type: none"> • Perform network data backups and tests data integrity. • Ensure the reliability of security, storage, backup and recovery. • Support data migration, file transfer, file backup restoration and file recovery. 	10%	
4.	Administer and maintain all user accounts within the network systems, as well as organizational units and group policies in Microsoft Active Directory.	10%	
5.	Perform scheduled system monitoring, verifying integrity and availability of all hardware, server	5%	

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	resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups and updates.		
6.	Administer, maintain, and update/upgrade network software as needed. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure and add services as necessary.	3%	
7.	Install, maintain, manage, and update district email systems.	10%	
8.	Create, verify, deploy, and manage workstation images.	10%	
9.	Maintenance and Repair <ul style="list-style-type: none"> • Analyze equipment performance records in order to determine the need for repair or replacement. • Maintain logs related to network functions, as well as maintenance and repair records • Maintain an inventory of parts for repairs. 	5%	
10.	Provide telephone and on-site support and solve problems related to networks, workstations, and network peripherals equipment.	5%	
11.	Work with vendor support to provide service, repair, and maintenance of hardware and software.	2%	
12.	Other duties as assigned.		

QUALIFICATIONS (Specific training or job experience required before appointment)

- Associates Degree in Computer Science or related field from an accredited institution or graduation from a certified/technical program and 3 years of experience in a client/server environment or 6 years of network server or application support experience in a client/server environment.
- Microsoft Security certification or equivalent experience.
- Experience with Microsoft Windows Server, Exchange, Microsoft System Center, and SharePoint.
- Experience working in a virtualized environment.
- Familiarity with Apply technology support.
- Excellent troubleshooting, root cause analysis and permanent problem resolution skills.
- Strong customer-service orientation and ability to rapidly acquire new knowledge and skills.
- Excellent verbal and written communication skills
- Ability to communicate technical information to technical and non-technical personnel.
- Ability to handle multiple tasks in a fast paced environment.

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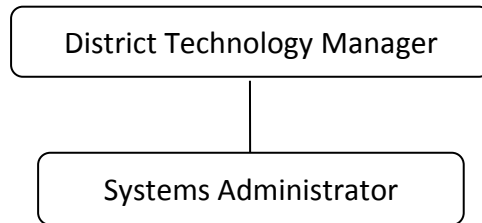
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- Ability to work after regular business hours and on weekends as required.
 - Such alternatives to the above qualifications as the Board finds appropriate.
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.