



SECTION ADMINISTRATIVE SUPPORT STAFF

AREA Classified Personnel

TITLE System Administrator

QUALIFICATIONS

1. Strong interpersonal and communications skills.
2. Excellent analytical and problem solving skills.
3. At least four (4) years of detail-oriented experience in an educational technical support environment.
4. Working knowledge of Active Directory, DNS, DHCP, and LDAP.
5. Strong knowledge of Google Eco-sphere and its applications including GADS and GAPS.
6. Comprehensive understanding of operating platforms, including Windows, Chrome, and Mac OSX.

REPORTING RESPONSIBILITY

The System Administrator reports to the Manager of Information Technology.

JOB GOAL

The System Administrator, working under the direction of the LAN/WAN Manager, is responsible for maintaining all aspects of the Windows server/desktop environment and providing technical support to other team members as well as district personnel.

TERMS OF EMPLOYMENT

Twelve-month contract. Benefits as per Board policy.

PERSONAL EVALUATION

The System Administrator shall be evaluated in writing by the Manager of Information Technology, at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description and Board policy.

PERFORMANCE RESPONSIBILITIES

1. Administers network protocols TCP/IP and content filtering software, virus protection, Spamware, and e-mail filtering district-wide.
2. Performs the duties involved with the installation and administration of a Windows domain including maintaining security and permissions.
3. Monitors and regulates the use of network data files to safeguard information.
4. Manages the setup and security permissions of users' accounts including but not limited to general data permissions, access to specific portions of the district website and e-mail, as well as various intranets.
5. Provides technical infrastructure administration, maintenance, and troubleshooting.
6. Troubleshoots and maintains desktop environments including resolving end user issues, maintaining necessary windows updates, and performing preventative maintenance.
7. Modifies computer security or other data files to incorporate new software, correct errors, or changes individual access status.
8. Contributes to the development of long range IT projects and infrastructure design.
9. Contributes to the development of security protocols and policies.
10. Contributes to the development of technical requirements for hardware or software purchases.



11. Contributes to the installation and administration of infrastructure hardware as directed by the Manager of Information Technology.
12. Trains district technicians as well as other designated staff members as needed or as directed by the Manager of Information Technology.
13. Assumes other duties and responsibilities incidental to the office or as assigned by the Manager of Information Technology.
14. Maintains all aspects of Google apps and management infrastructure.
15. Maintains logistics for toner replenishment throughout the district.
16. Maintains and accurate inventory of all district devices.

OTHER DUTIES

1. Maintains confidentiality in all areas of assignment.
2. Assumes other duties and responsibilities incidental to the position or as assigned by the Superintendent, Assistant Superintendent for Personnel, or designee.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities – 4159
 - b. Physical Examination – 4160
 - c. Substance Abuse – 4218
 - d. Electronic Communications between Support Staff Members and Students – 4283
 - e. Sexual Harassment – 4352
 - f. Harassment, Intimidation, and Bullying - 5512

PHYSICAL DEMANDS

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 22 May 2018