

Laguna Beach Unified School District
Job Description: SYSTEMS ADMINISTRATOR

DEFINITION:

Under the direction of the Chief Technology Officer, administer and coordinate the District's data and video communications network. Perform advanced technical work in design and installation of information communications and cabling equipment. Provide operational support to users. Make recommendations for enhancements and upgrades to network system.

ESSENTIAL DUTIES:

- Plan, implement, coordinate, and perform installation and enhancement of computers and related peripheral information network equipment.
- Deploy, test and maintain new technology hardware and software as assigned, and train staff in applications.
- Deploy and monitor video surveillance servers and maintain backups.
- Retrieve video surveillance as requested by assigned District administrator.
- Travel to District sites to troubleshoot network hardware and software related problems.
- Determine and perform repairs and upgrades to network cabling systems.
- Manage virtual infrastructure, consisting of a data storage array (SAN) and a network of VMware servers.
- Manage Windows servers.
- Plan and design secure configurations, physical installation, implementation, monitor, troubleshoot and upgrade virtual servers.
- Configure and maintain business continuity.
- Manage Cisco Unified Communications servers.
- Implement and support VOIP networks including phones, router and switch configurations.
- Configure and support E911 location reporting, voicemail and security.
- Manage Microsoft Exchange messaging system, including SPAM filter, archive, software updates, backups and accounts.
- Troubleshoot problems. Measure capacity and performance trends to determine long-term needs, maintain documentation.
- Evaluate customer requests and projects, analyzing requirements and pertinent technical solutions.
- Determine needs for customization and enhancement of Desktop workstation systems.
- Coordinate network system changes with staff, ensuring uninterrupted computer services to District users.
- Provide operational and technical support of advanced information network hardware and software.
- Develop, prepare and maintain a variety of records and reports related to assigned activities;
- Develop and prepare documents related to network hardware, software and cabling maintenance, inventory and usage.

- Monitor network and computer system configuration and performance and make recommendations to meet customer needs and support district goals.
- Participate in development and implementation of networking strategic plans to meet established goals.
- Participate in the development and compliance with standards for connected computing environments.

OTHER REPRESENTATIVE DUTIES:

- Maintain current knowledge of technological advances in the field.
- Operate a variety of office equipment including a telephone, fax machine, copier, computer and assigned software; operate a vehicle to conduct work.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Practices, procedures and techniques involved in the design, installation, configuration, operation, maintenance, troubleshooting, diagnosis and repair of network systems and related equipment, hardware and software.
- Principles, methods and procedures of operating computers, networks and peripheral equipment.
- VMware system administration.
- Computer hardware systems, software applications and networking standards utilized by the District.
- Materials, methods and tools used in the operation, installation and repair of computer and network systems.
- Principles, practices, procedures and equipment involved in network administration.
- LAN and WAN usage, implementation and network terminology.
- Database structures, on-line applications and system capabilities of the District's computer systems.
- General principles, theories and techniques of systems and network design.
- Applicable types of cabling systems, servers, hubs, routers and other related equipment.
- Computer operating systems and software applications.
- Project management procedures and techniques.
- Network security, firewall administration and business continuity processes.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.

Ability to:

- Serve as a technical resource to District personnel.
- Provide as needed reports to Technology Services Department.
- Isolate and resolve hardware and software problems.
- Design TCP/IP sub-networks and establish router configurations for OSPF and/or RIP environments
- Utilize resources such as technical reference manuals, hardware specifications and troubleshooting guides to identify solutions.

- Maintain network site documentation.
- Maintain current knowledge of technological advances in the field.
- Meet schedules and time lines.
- Plan and organize work.
- Prioritize and schedule work.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain consistent, punctual and regular attendance.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in computer science, business administration, management information systems or related field required. A degree minor in computer science, business administration, management information systems and completion of a related technical school may be substituted for the education requirement. VMware Certified Professional certification (VCP), Cisco Certified Network Associate (CCNA) or similar certifications are highly desirable. Experience working in a progressive education setting is preferred.

Experience:

Three years of related experience performing duties of increasing responsibilities in a computing environment.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Personal Qualities:

- Independent Worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Primarily indoor work environment
- Occasional dark/dusty confined spaces.
- Constant interruptions.
- Requires occasional work on weekends and at night in order to do emergency work and to complete regular maintenance and upgrades while the network is not in use.

Physical Requirements:

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to frequently lift or move more than 40 pounds, and occasionally lift or move more than 40 pounds with assistance.
- Dexterity of hand and fingers to operate a computer keyboard.
- Vision: Must possess vision (which may be corrected) to read small print and computer screens.
- Speech and Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussions and questions during public and school meetings and productions. The individual is required to speak clearly and distinctly, to make lengthy oral presentations, and to converse by telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, function and limitations of assigned duties.
- Ability to establish effective relationships with a wide range of people.
- Ability to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.

Hazards:

- Working with equipment that may potentially cause electrical shock.