

SYSTEMS



ADMINISTRATOR II

Information Technology Department

Purpose:

The Systems Administrator II designs the District's system architecture. Contemplating future needs and requirements, the Systems Administrator II plans, manages, implements, monitors, and maintains clients, production and test enterprise systems. The Systems Administrator II is also responsible for developing, implementing and overseeing policies and procedures to ensure integrity and availability of core information systems.

Reports to: Administrator for Technology Services

Nature & Scope:

The Systems Administrator II performs work of a specific nature under general supervision. The nature of the work requires adherence to standard procedures, as well as policies and regulations. Independent judgment and decision making is required in matters not having established procedures. As a member of the Information Technology Department, the System Administrator II engages with highly sensitive information and must maintain absolute integrity of systems and confidentiality of classified data. Although the System Administrator II does not have supervisory responsibilities, the incumbent interfaces with numerous employees across the district at all levels of the organization.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Serves as overall administrator of the District's core information systems and services. Plans, tests, implements, secures, and provides troubleshooting support.
3. Develops the necessary tools, processes, and documentation needed to maintain movement towards current strategic goals of the District. Researches new developments in the field as necessary in order to improve tools and processes.
4. Installs, manages, monitors, and integrates various server and client operating systems. Performs scripting and programming tasks.
5. Administers a variety of database systems.
6. Provides systems monitoring to track technology and data across the district.
7. Provides performance tuning to ensure high levels of data and system availability.
8. Designs, implements, and provides tier-three support for enterprise desktop services and clients.
9. Administers data backup, disaster recovery, security, and data compliance strategies.
10. Writes technical instructions and documentation.

11. Provides ongoing technical training and mentorship to the System Administrator I.
12. Provides ongoing technical training to the Technology Support Specialist I (TSS I), Technology Support Specialist II (TSS II), and Technology Help Desk Specialists.
13. Manages external relationships/contacts with vendors and consultants in collaboration with Information Technology Department Administrators and Managers
14. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
15. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Bachelor's degree in Computer Science or related field.
2. Must possess four years' experience with enterprise level daily system administration of operating systems in test and production settings, including server configuration, file systems, devices and device drivers, data communications, monitoring, security, and basic networking.
3. In lieu of requirements #2, must have four years' combined post graduate education or certification and experience necessary to perform the job related to an enterprise level daily system administration of operating systems in test and production settings, including server configuration, file systems, devices and device drivers, data communications, monitoring, security, and basic networking.
4. Must possess advanced experience with Active Directory in an enterprise environment.
5. Must possess experience with scripting languages used in the administration of enterprise applications.
6. Must demonstrate experience writing technical documentation.
7. Must possess experience with enterprise application management.
8. Must demonstrate knowledge of networking protocols and distributed computing environment concepts, including Transmission Control Protocol/Internet Protocol (TCP/IP), User Datagram Protocol (UDP) and Simple Network Management Protocol (SNMP).
9. Must possess experience with troubleshooting complex technical issues and conducting effective research to resolve problems.
10. Must be able to communicate effectively, both orally and in writing. Must read, understand, and follow multi-step written and verbal instructions in English.
11. Must be able to pass a criminal background check.
12. Must possess an Oregon or Washington Driver's License.

Working Conditions:

The Systems Administrator II works primarily within administrative centers, schools, and office buildings, traveling frequently throughout the District. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The Systems Administrator II must be able to lift and move computer equipment, up to 50 lbs. without assistance, and the role requires regular focus on a computer screen.

The incumbent is required to sit, stand, have finger/hand dexterity for working on computers for extended periods of time. Standing, walking, bending, stooping, kneeling, and standing/working on ladders will be required on occasion. The work environment may include exposure to unpleasant interior temperatures, dirt, wetness, and communicable diseases. Potential exposures include, but are not limited to: blood-borne pathogens; allergens; dirt; odors; dust; cold and hot temperatures; and unpredictable behavior from students.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Exempt

Date Approved: February 14, 2019

Date Revised: December 31, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.