Title: **Systems Administrator**

Reports To: **Director of Technology**

I.   **NATURE AND SCOPE OF JOB:**

Under general supervision, installs, configures, maintains and repairs the Carbon County School District 1 network infrastructure and application servers. A System Administrator performs a wide variety of evaluation, maintenance, installation and training to ensure the network and server performance meets district and user satisfaction. Provides tier two technical support as assigned.

II.   **EXPECTATIONS:**
1. Maintains confidentiality in all matters of the District.
2. Maintain a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the workplace.
4. Be supportive and follow directions from the Director of Technology.
5. Be responsible for acceptable personal attendance and punctuality.
6. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
7. Responsible for adhering to District policies.

III.   **JOB FUNCTIONS**:
1. Manages servers in an Active Directory environment, ensuring operability and access.
2. Maintain a thorough understanding of the basics behind the Internet and its workings (DNS, Security, IP Routing, HTTP, VPN, Email routing, SPAM, etc.)
3. Configure and setup firewalls, VPN Concentrators and Security appliances.
4. Setup and configure complex switching environments.
5. Setup and configure complex wireless networking that supports open and secured access and the ability to support voice and video applications.
6. Configure and installing client and server network software for upgrading and maintaining network and telecommunication systems.
7. Troubleshoots problems with application servers, mail services, data storage and overall aspects of the CCSD#1 network.
8. Install, configure, maintain and repair network infrastructure.
9. Monitor system logs and performance on all servers.
10. Perform regular system backups
11. Attend and actively participate in weekly meetings.
12. Coordinate with technology support specialist and director of technology to ensure quality and reliable network and system service for staff and students.

13. Provide tier two support in areas of network, system administration, and as needed.
14. Assist in productivity and efficiency of creating and submitting state reports.
15. Other duties as assigned by director.

IV.   **JOB QUALIFICATIONS**:
   A. Knowledge, Skills and Mental Ability:
1. Advanced knowledge and troubleshooting of Windows Server 2008/20012
2. Knowledge and troubleshooting of Exchange 2010
3. Knowledge of networking routing and switching (HP/Cisco)
4. Knowledge of VoIP implementation and support
5. Working knowledge of cloud based computing and server vitalization
6. Antivirus
7. Light Speed content filtering
8. Ability and desire to learn new skills quickly
9. Advanced LAN/WAN/WiFi
10. Ability to communicate in an understandable, polite and friendly manner, both written and verbal
11. Establish and maintain cooperative working relationships

   B. Experience
1. Three years work experience in technology. Experience as a Network Engineer or System Administrator preferred.
2. Prior experience in an educational environment preferred.

   C. Education, License, Certification or Formal Training:
1. 4 year degree in computer related field or equivalent experience.
2. Comp TIA Network +, Microsoft MCSA Server, or equivalents.

V.   **PHYSICAL DEMANDS:**
1. Be able exert 20-40 pounds to lift, carry push, pull, or otherwise move objects.
2. Be able to sit, walk, or stand for brief periods of time.
3. Perceive the nature of sound, near and far vision, depth perception,   provide oral information, manual dexterity to operate business related equipment and handle and work with various materials and objects in all important aspects of this job.
4. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of this job.

October 2012