SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

SYSTEMS ADMINISTRATOR

QUALIFICATIONS

(1)   Bachelor's Degree in Computer Science, preferred. Associates Degree/Technical Certificate with related experience may be substituted for the Bachelor's Degree.

(2)   Minimum of five (5) years technical experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Experience in implementing and maintaining network servers in a high speed network required. Experience required in writing system documentation, and in developing project plans, presentations, correspondence, studies, reports, and training materials. Must possess the ability to establish and maintain effective working relationships with end users and other Technology staff, set priorities based on current events, and to be self-directed. Must be able to effectively explain complex technical concepts to both technical and non-technical staff. Must have demonstrated experience with Windows Server 2008R2/2012, Windows Client 7/8, Active Directory Services, Group Policies, TCP/IP networking, DHCP and DNS. Experience with Exchange Server, IIS Server, SQL Server, Experience with scripting languages such as PERL, VBScript, and PowerShell is also preferred.

REPORTS TO:

Director of Technology

SUPERVISES

Assigned Personnel

JOB GOAL

Position is responsible to the Sr. Enterprise Systems Engineer for the district-wide implementation, maintenance and administration of the district's Microsoft and Apple server systems and software applications

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PERFORMANCE RESPONSIBILITIES:

*(1)   Implements, installs, configures, monitors, troubleshoots, and evaluates both physical and virtual servers and enterprise type applications.

*(2)   Manages Active Directory forest and tree organizational units, user accounts, passwords, mailboxes, file level permissions

*(3)   Manages Group Policy, SQL databases, and Anti-virus application system.

*(4)   Performs software installations and upgrades to operating systems and application software packages.

*(5)   Diagnoses problems with server and storage area network (SAN) hardware and works with vendor support engineers to resolve any problems.

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Systems Administrator(Continued)

*(6)   Works with Windows Server Update Services (WSUS) and Microsoft's System Center to make sure all workstations and servers are up to date.
*(7)   Schedules installations and upgrades and maintains the servers and systems in accordance with established departmental procedures.
*(8)   Responsible for integration of user workstations, including MAC workstations, with Microsoft Windows server operating systems and Active Directory.
*(9)   Directs efforts of other technicians who are involved in diagnosing and correcting system related failures and performing system management activities; determines logical solutions to complex system administration and application problems.
*(10)   Performs daily backup operations that include ensuring backups are successfully accomplished and the proper disposition of media.
*(11)   Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions.
*(12)   Performs system monitoring to ensure the integrity and availability of server and resources.
*(13)   Participates in the Change Management and Asset Management processes.
*(14)   Maintains documentation of inventory for servers, hardware and software.
*(15)   Documents incident resolutions into the helpdesk work order system.
*(16)   At times, performs after-hours system support during scheduled and unscheduled outages and standard monthly patching requirements.
*(17)   Trains and provides support to technical staff regarding system administration and usage. This includes assistance with the development and testing of computer images and software packages for deployment to client computers.
*(18)   Provides assistance, as necessary, to help other technicians resolve technical problems that have been assigned through work orders.
 (19)   Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 7

Flagler Schools Strategic Framework – Instructional & Operational Innovation

Approved 06/19/2018