

ST. TAMMANY PARISH SCHOOL BOARD

Covington, Louisiana

Job Description

TITLE: Information Technology System Administrator Lead (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. US Citizen or authorized alien
2. Graduation from an accredited four-year college or 5 years work experience in Information Technology.
3. 3 years experience in a senior level System Administrator, Network support or Network administrator position.
4. Technical degrees/education, demonstrated superior ability, additional experience in Network and systems management.
5. Must be able to demonstrate an understanding of computing devices, networking protocols, LAN and WAN design, wide-area telecommunications and telecommunications standards in general system administration
6. Must possess the ability and knowledge to support software applications and their use
7. Ability to communicate effectively, orally and in writing, and to interact well with people in varied circumstances.

REPORTS TO: Supervisor of Information Technology

JOB SUMMARY:

The position is responsible for all supported facets of network and system administration in the St. Tammany Parish School System, including network design, installation, training, monitoring, troubleshooting and management. Supports the administrative and student learning environments by providing and maintaining efficient hardware and software systems through good management practices in Information Systems in general.

ESSENTIAL JOB FUNCTIONS:

1. Provide application and systems support.
2. Design and administer local and wide-area networks for all school system facilities.
3. Supervise and assist in the installation and configuration of network equipment, software and wiring systems.
4. Assist in determining priority of assignments, completion dates, scope and extent of systems, and feasibility of individual projects.
5. Provide technical assistance for hardware/software purchasing, applications and problem resolution.
6. Supervise computer support personnel for the effective delivery of networking services within the school system, including troubleshooting errors and problems on local and wide-area networks.
7. Plan and conduct training sessions for Users of the system-wide network, including hardware and software usage.
8. Monitor network performance and makes proactive recommendations to supervisors to keep the network viable.
9. Monitor applications and makes proactive recommendations to supervisors for improvement.
10. Ability to perform and oversee all System Administrator duties.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Supervises and directs computer repair personnel.
2. Supervises System Administrators as assigned by supervisors.
3. Must maintain a valid Louisiana driver's license.
4. Must have reliable personal transportation for travel.
5. Performs other duties as may be assigned.

PHYSICAL DEMANDS:

1. Must be able lift computing, network, and other technology equipment.
2. Must be able to load, unload and drive a personal vehicle to transport equipment to be installed, replaced and/or equipment being returned for repair.
3. Must be able to climb ladders and perform the necessary physical demands to install, inspect, troubleshoot and repair network devices and wiring both inside and outside premises.
4. Must possess the physical stamina for long hours when required.
5. Must be physically capable of operating and demonstrating all equipment installed and supported by the department.
6. Must be able to load and unload deliveries to the department.
7. Must be capable of working for long periods sitting, standing, reaching, or bending as required.

TERMS OF EMPLOYMENT: 12 Months

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original - Human Resources Department

Copy- Supervisor

Copy - Employee