

ST. TAMMANY PARISH SCHOOL BOARD

**Covington, Louisiana
Job Description**

TITLE: System Administrator (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. US Citizen or authorized alien
2. High School Diploma.
3. Appropriate technical training – Microsoft or Unix experience desired.
4. 12 months work experience in computer server administration.
5. Demonstrated aptitude and competency for assigned responsibilities.

REPORTS TO: System Administrator Lead

JOB SUMMARY:

Maintain computer servers in the best possible operating condition for Instructional and Administrative support use. To support the student learning environment by providing efficient server hardware and software support.

ESSENTIAL JOB FUNCTIONS:

1. Maintain servers and networks
2. Troubleshoot problems involving server hardware and software
3. Troubleshoot problems involving client access issues
4. Maintain current and historical server backups and recovery plans
5. Document server configurations and processes
6. Monitor server performance
7. Suggest, evaluate, and test hardware/software upgrade options
8. Evaluate proposed and current academic software packages for compatibility and optimal configuration
9. Assist in training key personnel in software usage
10. Coordinate software installs and maintenance classroom devices
11. Install software on various servers
12. Maintain software licensing information and compliance for servers
13. Work with computer technicians in maintaining computer systems and devices
14. Maintain records as assigned by management
15. Maintain tagging and property inventory per the Property Accounting Manual
16. Carry out established preventative maintenance procedures
17. Instruct and assist personnel in the proper use and operation of computer equipment and approved software
18. Promote high standards of safety and orderliness in assigned work and storage areas
19. Assist the other staff in all areas of hardware, software and operations support

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as may be assigned.
2. Must maintain a valid Louisiana drivers license.
3. Must have reliable personal transportation for travel.

PHYSICAL DEMANDS:

1. Must be able to 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 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 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