

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: Systems Administrator

LOCATION: District

REPORTS TO: Technology Director

Primary Purpose: 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.

Essential Functions:

- *Manages servers in an Active Directory environment, ensuring operability and access.*
- *Maintain a thorough understanding of the basics behind the Internet and its workings (DNS, Security, IP Routing, HTTP, VPN, Email routing, SPAM, etc.)*
- *Configure and setup firewalls, VPN Concentrators and Security appliances.*
- *Setup and configure complex switching environments.*
- *Setup and configure complex wireless networking that supports open and secured access and the ability to support voice and video applications.*
- *Configure and install client and server network software for upgrading and maintaining network and telecommunication systems.*
- *Troubleshoots problems with application servers, mail services, data storage and overall aspects of the CCSD#1 network.*
- *Install, configure, maintain and repair network infrastructure.*
- *Monitor system logs and performance on all servers.*
- *Perform regular system backups*
- *Attend and actively participate in weekly meetings.*
- *Coordinate with technology support specialist and director of technology to ensure quality and reliable network and system service for staff and students.*
- *Provide tier two support in areas of network, system administration, and as needed.*
- *Assist in productivity and efficiency of creating and submitting state reports.*
- *Other duties as assigned by director*

Required Qualifications:

- *Three years work experience in technology*
- *Experience as a Network Engineer or System Administrator preferred*
- *Prior experience in an educational environment is preferred*
- *4 year degree in computer related field or equivalent experience.*

- *Comp TIA Network+, Microsoft MCSA Server, or equivalents.*
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- *Advanced knowledge and troubleshooting of Windows Server 2008/2012*
- *Knowledge and troubleshooting of Exchange 2010*
- *Knowledge of networking routing and switching (HP/Cisco)*
- *Knowledge of VoIP implementation and support*
- *Working knowledge of cloud based computing and server vitalization*
- *Antivirus*
- *Light Speed content filtering*
- *Ability and desire to learn new skills quickly*
- *Advanced LAN/WAN/WiFi*
- *Ability to communicate in an understandable, polite and friendly manner, both written and verbal*
- *Establish and maintain cooperative working relationships*

FLSA Status: Exempt

NOTICE OF NONDISCRIMINATION:

Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net

EEO/AA/Vet/Disability Employer