

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

JOB TITLE: **Systems Administrator**

QUALIFICATIONS:

- Bachelor degree in Computer Science, Management Information Systems, or related field. Minimum of five years' experience in system or network administration may be Substituted for above degree.
- Five or more year's experience as a systems administrator or network administrator
- Valid Oklahoma Driver's License and good driving record

CREDENTIALS:

Individual must obtain and maintain appropriate certifications related to Exchange, Windows, or other certifications related to their responsibilities every 3 years.

TRAINING OR EXPERIENCE REQUIRED:

Specific experience with currently supported Microsoft Operating Systems

Specific experience with currently supported Microsoft Exchange servers

Specific experience with Active Directory, Office 365, Azure, DHCP, DNS, ADFS and WINS

Specific experience with currently supported Microsoft SQL Database Servers

Specific experience with latest VMware ESX Infrastructure including VLAN and Enterprise Plus features

Experience with data backup and storage; specific to NetVault and VEEAM a plus

Experience with creating and troubleshooting Rapid Installation Packages; specific to SCCM a plus

Experience with firewall technology and switching and routing

Experience with Endpoint Protection; Internet and email-filtering

SPECIAL SKILLS, KNOWLEDGE, ABILITIES:

Communication Skills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquires. Includes filling out forms.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.