

Inter-Lakes School District

Job Description



Title: Systems Administrator	Date Revised: May 3, 2023
Classification: Non-Bargaining	Terms of Employment: 260 days
Reports To: Technology Director	Supervises: n/a

QUALIFICATIONS:

1. Bachelor Degree in Computer Science or related field or applicable work experience.
2. Industry recognized certifications are preferred.
3. Such alternative to the above as the Superintendent may find appropriate and acceptable.

JOB OBJECTIVE:

The Systems Administrator is responsible for the stability, integrity, and maintenance of Inter-Lakes network, systems, and services. This includes, but is not limited to, file services, directory services, TCP/IP, DHCP, Routing, DNS, VPN, authentication, user account management, and remediation. The Systems Administrator is expected to monitor, maintain, and optimize all networked hardware and associated operating systems which includes physical, virtual, and cloud-based systems and their associated operating systems.

ESSENTIAL JOB FUNCTIONS*:

- Support the Inter-Lakes community with technical solutions to advance educational opportunities for our learners.
- Plan, coordinate, and implement network security measures including, but not limited to, firewalls, IDS/IPS systems, and filtering systems in order to protect data, software, and hardware.
- Manage and optimize a virtual hyperconverged server platform.
- Perform data and firmware backups and disaster recovery operations.
- Apply updates, patches, and configuration changes as needed to maintain proper security and performance of all district operating systems.
- Act as the first point of contact for managed service providers that support the network (ie. firewall, server, access points).
- Install and maintain network cabling and other networking equipment such as access points, equipment racks, switches, and UPS.
- Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring.
- Ensure Google Cloud Sync is properly configured and running
- Manage all ClassLink Single Sign-On integrations
- Manage and optimize the SCCM imaging and provisioning system.
- This position may require on-call responsibility for addressing network or system outages if the Director of Technology is not available.
- Train, and as appropriate, certify in technologies in use by the District to maintain and improve skill sets.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Fluency with current network and computer operating systems, protocols, and standards.
- Working knowledge of server management software especially Linux and Microsoft server platforms.
- Strong understanding of Directory Services, including LDAP and Active Directory, Google Workspace, and how they interact with different systems via direct connection and Single Sign On.
- Strong understanding of VLAN and subnetting, software-defined networking, wireless networking, including access control systems and role-based privileges. Proven success in IT systems planning, security principles, and general software management best practices.
- Excellent hardware and software troubleshooting experience.
- Extensive application support experience.
- Knowledge of applicable NH data privacy practices, laws and regulations.
- Demonstrated ability in successfully achieving established IT goals.

WORKING CONDITIONS:

Work is primarily in a shared office environment. While performing the duties of this job, the employee is frequently required to sit. This position also requires periodic walking, standing, bending and lifting. Some travel is required.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
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