Job Title: Systems Administrator

Reports to: Director of Technology & Information Services

Department: Technology

Primary Purpose:
The System Administrator will have experience with Systems architecture, implementation, and deployments. Will participate as a core team member helping to run and optimize a large enterprise class virtualization infrastructure. Will also need to have System Administration skills in Microsoft Server 2019 R2 Enterprise.

Education and Work Experience:

- Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE).
- Bachelor's degree or extensive working experience in a server-related field.
- 5+ years Microsoft Server configuration work, including Windows Server 2012 and 2019.
- Certifications such as MCDBA, MCSD, MCSA, etc.
- At least three years system administration and/or Help Desk experience working with servers in a large organization, or as a consultant.

Special Knowledge/Skills:

- Knowledge of configuration, maintenance, and support of Intel based Windows systems
- Knowledge of backup and restore procedures, troubleshooting issues, and checking of daily logs
- Knowledge of server implementation, maintenance, support and troubleshooting skills
- Knowledge of company supported hardware, software and operating systems to include configuration and connectivity
- Experience with infrastructure environments (e.g. operating system, hardware, data center, security, network, voice, end user and server / web related applications)
- Experience with MS 2012 Server, MS Server 2019, MS SQL Server, MS Exchange Server Basic skills in scripting and / or programming language including, but not limited to, Perl, JavaScript, and PHP
- Broad knowledge of various operating systems (Microsoft, Linux, Apple, Novell)
- Broad knowledge of computer hardware and software applications Experience in supporting HP and Dell servers (20 - 55 server environment) Experience with VMWare and Microsoft Hyper-V
- Microsoft SQL server administration experience Network management/monitoring experience
- Ability to analyze and resolve computer hardware and software problems Ability to plan, implement, test, and troubleshoot systems

- Ability to detect, diagnose and resolve problems quickly Strong organizational, communication, and interpersonal skills
- Excellent customer service skills and the ability to work with all levels of personnel Ability to document environment for different levels of technical readers
- Excellent troubleshooting skills
- Excellent written and oral communication capabilities

Major Responsibilities and Duties:

Job Specific Responsibilities:

- Handling/ Setting/Configuring Servers.
- Installation and Configuration of Domain Controllers.
- Administration and Troubleshooting of Windows 2019 servers, DHCP, DNS, IIS, Antivirus, and SCCM.
- Implementation, administration of Active Directory and Group Policies.
- Must have good understanding of virtualization technology.
- Experience in backup and recovery of Virtual machines and virtual servers.
- Researches, configures, integrates, tests and maintains existing and new information systems solutions including databases through integration of technical and business requirements.
- Provides required documentation and participates in architecture reviews to ensure that the solutions comply with standards and use approved technologies.
- Works on complex problems/projects where analysis of situations or data requires and in-depth evaluation of multiple factors.
- Responsible for the research, evaluation, testing, and implementation of strategic and tactical server-based technology.
- Responsible for working with others to design, document, and implement standards associated with servers, server infrastructure, and domain models.
- Ability to work with a large team.
- Ability to write technical documentation, document system architectures and configurations and present that to others.
- Ability to work highly visible incidents/outages with other technical resources.
- Ability to participate on projects from inception to completion.
- Participate in team discussions, design efforts, and implementation projects.
- Define, collect and report operational performance metrics.
- Assist personnel of other departments as a knowledgeable resource.
- Provide on-the-job training to new department staff members Provide computer orientation to new company staff.

Personal Effectiveness:

1. Positive Attitude: Presents a positive role model for patrons that supports the goals of the WSISD.
2. Cooperation: Works effectively with others

3. Dependability: Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause
4. Judgment: Exhibits good judgment in decision-making and problem solving
5. Initiative: Recognizes needs of job and suggests ways to improve efficiency and productivity

Working Conditions:
Mental Demands/Physical Demands/Environmental Factors:
Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching. Maintain emotional control and sound decision-making under stress. Work with frequent interruptions. Prolonged use of computer. Occasional district wide and/or possible statewide travel including occasional prolonged and irregular working hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____