



TECHNICIAN

SYSTEMS ADMINISTRATOR

JOB DESCRIPTION

JOB TITLE: Technician - Systems Administrator
REPORTS TO: Director of Technology
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: SAT-13
DAYS: 260
JOB ID & DATE: SAT-51 | September 2023

JOB PURPOSE SUMMARY

The Systems Administrator is responsible for provisioning, installing and configuring, operating, monitoring, backup and recovery, and maintaining system hardware, software, and related infrastructure. The Systems Administrator also participates in research and development to enable continuing innovation within the District and helps establish standards and procedures for Technology Services.

REQUIREMENTS

Education Level Details

Bachelor's and/or Master's Degree or Equivalent Industry Certifications in Information / Instructional Technology and/or Computer Science

License / Certification / Language Required

Valid drivers license

Work Experience Required

This position requires a minimum of five years experience serving as a Systems Administrator

Other Skills and Abilities Required

Strong knowledge of server operating systems (Windows, Linux, MacOS, iOS, ChromeOS), virtualization technologies (VMware, Hyper-V), and server hardware.

Excellent problem-solving, critical thinking, and analytical skills.

Strong communication, interpersonal, and collaboration skills.

Ability to manage multiple priorities and projects effectively in a fast-paced environment.

Relevant professional certifications, such as MCSE, MCSA, or RHCE, are a plus.

General knowledge of resources that support the Colorado Computer Science and STEM Essential Standards and instructional integration of technology.

Ability to train educators in using hardware and software to meet the technology competencies necessary for educators.

Considerable knowledge of computer hardware and standard software applications.

Considerable knowledge of networking hardware, infrastructure requirements, local and wide area network components, software applications, capabilities, limitations, service requirements, and associated costs.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Manage the design, implementation, and maintenance of the school district's systems infrastructure, including servers, storage, and virtualization technologies.
- Ensure the district's systems infrastructure's security, integrity, and high availability by implementing and maintaining appropriate security measures, backup and disaster recovery processes, and performance monitoring tools.
- Collaborate with the network administrator to ensure seamless system and network infrastructure integration.
- Ensure consistent and efficient operations, develop and maintain systems documentation, including policies, procedures, and technical specifications.
- Proactively identify, troubleshoot, and resolve complex systems issues promptly to minimize downtime and maintain service levels.
- Stay current on emerging technologies and industry trends and evaluate their potential impact on the school district's technology environment.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds. Employee must be able to set-up and run a video camera and operate a streaming computer.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Mental Functions: May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to

communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills.
Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____