Job Title:	**Systems Administrator, Senior**	Job Code:	**090517**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**L09**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for the implementation, maintenance, operation, and planning of the enterprise technical systems including, but not limited to network servers, data storage devices, network operating systems, virtualization systems, data backup and recovery systems, and data access security. Provides technical expertise in capacity planning, security configuration, functional and technical design of enterprise systems, and the resolution of complex problems. Oversees the testing, implementation, maintenance, documentation, and development of operation and maintenance policies and procedures. Executes enterprise server and network design, resilience analysis, planning, and implementation. Provides troubleshooting for escalated issues related to system failures and problems to avoid costly down time and service outages. Under the guidance of the Principal Systems Architects and IT leadership, collaborates with District stakeholders to develop SLAs (Service Level Agreement) that fulfill District objectives and implements the infrastructure to meet the SLAs and District business requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Analyze, plan, secure, implement, maintain and troubleshoot all centralized District Datacenter Infrastructure including servers, virtualization, storage, backup and recovery, and networking. Ensure the infrastructure is supported in a way that achieves a high level of availability and resilience, meeting defined service level and business requirements.	D	50%
2. Resolve complex network and server technical issues escalated from District users and IT department staff. Perform capacity planning, resilience assurance, vulnerability analysis, business continuity / disaster recovery testing, and incident response to maintain business system readiness.	D	10%
3. Troubleshoot and maintain District user access systems across all locations / organizational units including but not limited to, Active Directory, Domain Name Services, Dynamic Host Configuration Protocol (DHCP), etc.	D	10%
4. Administer, troubleshoot, implement, and maintain enterprise security measures to restrict unauthorized or inappropriate use of District resources and data. Develop and adhere to written, electronic, and physical means to enforce policies, procedures, and practices.	D	10%
5. Provide technical expertise and makes enterprise recommendations related to standards, security, projects, implementations and rollouts, etc. Act as an organizational interface with vendors to learn about new systems / products and how they could best be utilized.	W	10%
6. Collaborate with District and partner stakeholders to develop and support infrastructure to meet IT Service Level Agreements allowing the District to meet its objectives and improve the customer experience with IT.	W	5%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science or equivalent major. Four (4) years of similar and relevant experience may be substituted for this requirement
- Minimum five (5) years of experience in the installation and maintenance of Enterprise Network and Server management

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Operating knowledge and experience with multi-tiered enterprise applications, server operating systems, and virtualization technologies

- Operating knowledge and experience with Microsoft Enterprise Server management and troubleshooting
- Operating knowledge and experience with cloud systems and services
- Operating knowledge with system policy management, user access, security, and logging systems
- Experience working in large and complex environments supporting hundreds of servers, applications, and thousands of users
- Advanced critical thinking and problem-solving skills
- Ability to engage in design, change management, and configuration in a way that provides enterprise-class resilience, availability, and cybersecurity best practices
- Ability to maintain confidentiality in all aspects of the job
- Advanced ability to manage multiple tasks with frequent interruptions
- Participates in on call rotation
- Ability to maintain confidentiality in all aspects of the job
- Ability to promote and follow Board of Education policies, District policies, building and department procedures
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Advanced knowledge of server operating systems and software, and PC operating systems and software, and virtual desktop operating systems and software
- Advanced knowledge of VMWare vSphere and virtualization technologies
- Advanced knowledge of networking and communications infrastructure
- Advanced knowledge of cybersecurity configuration best practices
- Familiarity with general office equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Academic Computing Services Executive Director, Director, Field Engineering, Infosecurity Manager, or Director, IT Infrastructure & Ops	090532, 090538, 1309303, or 130901

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- none

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
11 to 25 pounds			X	
26 to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X
NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	