TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: IT Systems Administrator **CLASSIFICATION: Classified Management**
DEPARTMENT: Technology Services **Grade 9**

BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Director of Technology Services, the Information Technology Systems Administrator is responsible for providing level-three technical support: coordinating projects, improving communications, and assisting with personnel to meet District Information Technology needs. This position will assist in the installation, configuration, deployment, maintenance, security and troubleshooting of servers, computers, wired and wireless network infrastructure, and data/voice communications. The administrator will perform other varied and highly complex duties in support of the district technology needs.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to:

- Provide project leadership for technology department staff in the implementation, installation, configuration, security, and technical support of computers, servers, software, networks, and related equipment
- Assist support staff in the diagnosis, repair, and testing of technology services equipment and software to maintain integrity and reliability of district technology services
- Work collaboratively, both inside and outside the department, to ensure information technology industry best practices are adopted and used
- Work with Director to troubleshoot and service servers, switches, routers, wireless network, VoIP Phone Systems, paging communications, bell schedule programming, and other technology related systems
- Develop and maintain effective communication and working relationships with others
- Meet schedules and timelines
- Remain on call, work occasional weekends and holiday breaks, and be available after normal hours to perform maintenance updates, equipment installs, server patches, troubleshooting, battery backups, repair of networking and communication equipment, and shutdown district servers, if necessary
- Attend classes and workshops as approved by the director to maintain technical expertise
- Perform other related duties as assigned

ADDITIONAL JOB FUNCTIONS:

- Assist in creating appropriate documentation of network and cabling installs
- Assist with the hardware setup for District training programs and meetings
- Assist with planning for future enhancements and directions for the District's networks
- Assist in inventorying and tracking District technology equipment, supplies, and parts
- Assist with the evaluation, supervision, and discipline of staff as appropriate

EMPLOYMENT STANDARDS:

Essential Job Requirements - Qualifications

Any combination of education, training, and experience equivalent to four (4) years of college-level coursework in Computer Science, Information Systems or comparable major.

A minimum of 4 years combined service in the following or comparable areas:

- Network management experience in a K-12 educational institution or a commercial organization with a variety of wireless, twisted pair, and fiber network technologies
- Designing, maintaining, and repairing computers and networks
- Troubleshooting Microsoft Windows Server, implementations, and maintenance
- Working with Active Directory in a domain management role

REQUIRES KNOWLEDGE OF:

- IT system analysis and design, implementation and maintenance, application development methodologies, procedures, principles, and practices
- Rules and regulations of IT activities and data confidentiality, IT department organization, operations, policies, and objectives
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Work with increasingly complicated situations in a variety of settings, often requiring tact, diplomacy, patience, courtesy, and persuasion to achieve results

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license, a personal vehicle, and proof of automobile insurance
- Information technology industry-standard certifications desired (e.g., MCSA, CompTIA, CCNA)

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material and to identify and distinguish objects
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the phone, and in addressing groups
- Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects
- Ability for occasional or frequent standing, walking, sitting, or reaching for extended periods of time
- Sufficient manual dexterity and mobility to grasp and manipulate objects, operate office equipment and move about the work area and between work sites

WORK SCHEDULE

- This position will require some mid-day, evening shifts, and weekend shifts.