

## 27J SCHOOLS EXEMPT POSITION JOB DESCRIPTION

**Job Title:** Senior System Administrator  
**Date Prepared or Last Modified:** December 2020  
**Work Year:** 12 Months  
**Department:** Technology  
**Reports To:** Chief Information Officer

**SUMMARY:** Responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for all enterprise systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following, other duties may be assigned.

- D 20% Installing, configuring, and monitoring enterprise level Windows production environments - Window Server 2012, 2016, Active Directory, MSSQL Server /2012,2016, IIS, DNS, DHCP, Group Policy, HTTP, FTP.
- D 35% Maintains system performance by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, networks and operating and system management systems; escalating application problems to vendor.
- D 5% Windows server - DFS, Clustering, High availability, Permissions.
- D 20% Manage user accounts, permissions, access rights, and storage allocations in accordance with best practices.
- D 2% Responsible for performing system backups and restores.
- W 3% Deploy and maintain workstations, servers, printers, scanners, copiers.
- M 5% Plans and analyzes risk associated with system upgrades (hardware/software)
- W 5% Documentation of policies and procedures
- Ongoing 5% Perform other duties as assigned.

*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.*

**EDUCATION AND TRAINING:** Bachelor's Degree in Computer Science or relevant major.

**EXPERIENCE:** Over three years' experience in (specify area(s)) Active Directory administration. Administration experience with Windows 10 and Office 2016, 2019. Extensive knowledge of Patch management, Windows Active Directory and Group Policy Objects.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Microsoft active directory infrastructure experience across various sites.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Colorado driver's license required. Microsoft MCSE in 2008 or higher preferred at hire, but not required.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities. This position will serve as a Microsoft resource to Client Service Technicians, Network Engineers and teacher support. This position's technical resource responsibilities extend across the district.

**JUDGMENT AND DECISION MAKING:** A typical decision in this position would be reviewing changes that need to be made on district systems, to improve performance or fix problems. Decision making requires collaboration with CIO, IT staff and administrators and end users throughout the district. Supervisor is occasionally involved in decision making.

**DIVERSITY OF DUTIES:** The Sr. Systems Administrator will manage and support the district's Windows infrastructure, along with various network and application based systems and structures. Working knowledge of Windows Systems Administrator including an understanding of OS deployment, administration, networking, performance monitoring/tuning, security hardening, and troubleshooting.

**SAFETY TO SELF AND OTHERS:** Mild exposure to self for repetitive motion or stress due to keyboarding.

*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 DEMANDS:** While performing the duties of this job, the employee is regularly required sit; stand, walk and reach with hands and arms. The employee frequently is required to use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is often required to compare, analyze, communicate, coordinate, compute, synthesize, evaluate, and use interpersonal skills. Regularly required to instruct and compile. Occasionally required to copy.