

**27J SCHOOLS
EXEMPT POSITION JOB DESCRIPTION**

Job Title: Virtual Systems Engineer
**Date Prepared or
Last Modified:** December 2020
Work Year: 260 Paid Days
Department: Technology
Reports To: Chief Information Officer

SUMMARY: Create and maintain the districts virtual infrastructure, virtual desktop and virtual profiles, using best practice methodology.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 5% Creating and preparing virtual machines
Creating virtual machines for view desktop deployment
Optimizing Windows 10 for linked-clone desktops
Preparing virtual machines for View Composer

- A 5% Creating and managing desktop pools
Linked-clone desktop pools
Manual desktop pools
Application Access pools

- D 5% Managing linked-clone desktops
Update linked-clone desktops
Create and manage View Composer Persistent disks

- D 20% Maintaining View components
Monitor View components
Monitor desktop status
Update general user information from AD

- D 20% Troubleshooting View components
Monitoring system health
Monitoring events in View manager
Troubleshooting USB redirection problems

- D 15% Managing Dynamic Environment manager
Filter management
Portability management
Configuration management
User management
Printer management

- M 15% Creating and maintaining virtual machines
Installing guest operating systems
Updating guest operating systems
Installing VMware Tools
Installing Windows updates
Removing unused virtual machines
Migrating virtual machines (vMotion)

- M 5% Creating and maintaining vSphere datastores
Creating LUN on SAN
Presenting new storage to vSphere
Moving data between datastores (Storage vMotion)

Deleting virtual machines that are no longer used
Removing storage

M 5% Maintaining and patching vSphere hosts
Installing patches
Performance monitoring

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: Four years of high school, plus post-secondary courses in business or vocational school equivalent or up to one year of college.

EXPERIENCE: Over 3 years of experience in Virtual Systems management.

SKILLS, KNOWLEDGE, & EQUIPMENT: Knowledge of Microsoft Server is essential.

CERTIFICATES, LICENSES, & REGISTRATIONS: CVP 6 or higher required. Microsoft server cert, and Network plus preferred. Must acquire View Admin Course 8 or higher within one month of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. This position will serve as a technical resource to users in the areas of day to day computer usage and district applications.

JUDGMENT AND DECISION MAKING: Work is assigned by the Director of Technology based on content of assignment in accordance with the job description. This position requires thorough technical knowledge, analytical skills, project and time management skills and problem solving to determine whether or not more virtual desktop resources need to be allotted or created to increase performance or problem solve the virtual desktop environment. Decisions are made in collaboration with the Director of Technology, the Network Engineer, and Client Service Technicians.

DIVERSITY OF DUTIES: Duties require cross training in voice/video/data networks and systems, operating systems, hardware, and software specific to the district; district policies and procedures; training skills; troubleshooting skills; and technology requirements of K-12 schools and administration.

SAFETY TO SELF AND OTHERS There is minimal risk of injuries to self or others in this position.

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 to sit; use hands to finger, handle or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift up to 50 pounds. There are no specific vision abilities required by this job.

WORK ENVIRONMENT: Low risk of electrical shock. The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to analyze, communicate and use interpersonal skills. They will occasionally compare, copy, coordinate, instruct, compute, evaluate, compile and negotiate.