JOB DESCRIPTION

JOB TITLE: **Systems Administrator**

SUPERVISES: **N/A**

REPORTS TO: **Director of Network Services**

Nature and Scope of Job:

The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and Partners.

Responsibilities:

1. Application System related solutions for various project and operational needs.
2. Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
3. Install and configure systems such as email exchange infrastructure, applications or internet applications.
4. Develop and maintain installation and configuration procedures.
5. Contribute to and maintain system standards.
6. Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale.

Operations and Support

7. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
8. Perform regular security monitoring to identify any possible intrusions.
9. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

10. Perform regular file archival and purge as necessary.
11. Create, change, and delete user accounts per request.
12. Provide other support per request from various constituencies. Investigate and troubleshoot issues.
13. Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.

Maintenance

14. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
15. Maintain operational, configuration, or other procedures.
16. Perform periodic performance reporting to support capacity planning.

17. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.

18. Maintain data center environmental and monitoring equipment.

Knowledge and Skills

1. Bachelor (4-year) degree, with a technical major, such as engineering or computer science.
2. Systems Administration/System Engineer certification in Unix and Microsoft.
3. Four to six years system administration experience.
4. Position deals with a variety of problems and sometime has to decide which answer is best. The question/issues are typically clear and require determination of which answer (from a few choices) is the best.
5. Decisions normally have a noticeable effect department-wide and company-wide, and judgment errors can typically require one to two weeks to correct or reverse.
6. Functions as a lead worker doing the work similar to those in the work unit; responsibility for training, instruction, setting the work pace, and possibly evaluating performance.
7. No budget responsibility.
8. Interpret and/or discuss information with others, which involves terminology or concepts not familiar to many people; regularly provide advice and recommend actions involving rather complex issues. May resolve problems within established practices.

9. Provides occasional guidance, some of which is technical.
10. Responsibilities sometimes require working evenings and weekends, sometimes with little advanced notice.
11. No regular travel required.

Qualifications:
Minimum requirements:

1. Bachelor's Degree in Bachelor, with a technical major, such as engineering or computer science, Master's preferred.
2. At least five years experience working in educational research-based setting (required), including at least five years experience working with:
   a. public school district databases (required);
   b. educational software, including assessment management systems, and
   c. data acquisition hardware and software
3. Advanced knowledge with Microsoft Office Suite Products including Access (required)
4. Excellent organizational skills, ability to manage time, follow through and meet deadlines while working under pressure, strong verbal and written communication skills, ability to establish and maintain effective working relationships, ability to work under stressful environment and difficult time constraint.

Employment Terms:

Telecommunications Administrator shall be employed under the following terms:
1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as specified in the Collective Bargaining Agreement, if applicable.
3. Conditions established by all Laws and Codes of the State, and all Policies, Rules, and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
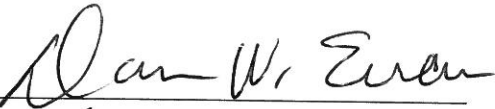4. Employment interview.

JOB DESCRIPTION

PATERSON
BOARD OF EDUCATION

Evaluation:

The Director of Network Services or designee shall evaluate the Systems Administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

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Approved   Date   1/23/2017