

SYSTEMS ADMINISTRATOR

Reports to: Information Technology Services Management

Division: Administrative Services

Our ideal candidate

You are a knowledgeable and reliable systems administrator who configures, maintains, and optimizes both on-premises and cloud-based systems to ensure seamless, secure, and efficient operations. You bring expertise in managing servers, virtualization, storage, and cloud environments, and you take pride in supporting instructional and operational programs across diverse school sites and administrative offices. You are collaborative, responsive, and committed to delivering high-quality service in a way that supports the unique needs of juvenile court and community schools, special education, and early care and education programs.

General description

Under general direction, administers, maintains, and supports SBCEO's server and cloud infrastructure. The Systems Administrator ensures systems are reliable, secure, and aligned with SBCEO's goals. The role provides technical expertise to support countywide programs and office sites, ensuring compliance with security and privacy requirements in educational environments.

Specific duties and responsibilities

- Install, configure, and maintain physical and virtual servers, storage systems, and cloud-based resources.
- Manage and optimize cloud infrastructure services (e.g., Azure, AWS, Google Cloud) to support SBCEO operations and programs.
- Monitor system performance and ensure high availability, reliability, and scalability of services.
- Implement system updates, patches, and upgrades to maintain security and functionality.
- Administer directory services, user accounts, permissions, and group policies.
- Collaborate with the CTO, Security Engineer, and other ITS staff to maintain secure configurations and respond to vulnerabilities.
- Provide technical support for system-related issues, coordinating with help desk and network teams as needed.
- Document system configurations, procedures, and changes accurately and thoroughly.
- Support disaster recovery and business continuity efforts by maintaining system backups and recovery plans.
- Partner with program administrators to assess and implement systems that meet the needs of instructional programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education.
- Stay current with advancements in cloud technologies, virtualization, and systems management.
- Support implementation of Artificial Intelligence (AI)-integrated platforms (e.g., Microsoft 365 Copilot, Google AI).
- Manage back-end cloud systems where automation and AI tools are deployed.
- Lead system integrations that enable cross-department data-sharing.

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- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Bachelor's degree in information technology, computer science, electrical engineering, or related field.

Experience: Three years of experience in systems administration, including managing virtualized and cloud-based environments.

Public sector and/or education experience is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- Server administration, virtualization technologies, and storage management.
- Cloud platforms and services, including provisioning, monitoring, and cost optimization.
- Active Directory, group policies, and user account management.
- System security best practices, backup and recovery strategies, and compliance requirements.
- Supporting systems in environments serving sensitive populations and programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

Ability to:

- Install, configure, and maintain reliable and secure on-premises and cloud-based systems.
- Troubleshoot and resolve complex system issues efficiently.
- Collaborate effectively with ITS staff, administrators, and program personnel.
- Communicate technical information clearly to non-technical stakeholders.
- Document system configurations, procedures, and changes accurately.
- Adapt to evolving technologies and apply best practices in system and cloud administration.
- Communicate effectively orally and in writing.
- Produce a variety of written materials, including system configurations and procedures.
- Collaborate effectively with ITS staff, administrators, and program staff to meet organizational needs.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.

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- Exercise tact, patience, and courtesy in interactions with others.
- Interpret, explain and apply rules, regulations and policies.
- Analyze situations accurately and adopt an effective course of action.
- Identify opportunities and implement strategies for continuous improvement.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

Licenses and certificates

Possession of job-related certifications, such as Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, CompTIA Server+, or similar, is preferred.

Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions

Work is performed primarily in an office environment, with travel to school and administrative sites throughout Santa Barbara County. May require work outside of regular hours to perform maintenance or respond to urgent issues. Requires the ability to work in server rooms and access hardware as needed.

Series

Information Technology

Salary range 94

Approved by the Personnel Commission:

August 28, 2025