JOB DESCRIPTION
MOORE PUBLIC SCHOOLS

Job Title: **Systems Analyst**

Qualifications:

- Bachelor's degree in Computer Science, Management Information Systems, or related field. Minimum of 3-5 years' experience in system or network administration may be Substituted for above degree. Special consideration may be given if within 1 year of degree completion
- Five or more years' experience as a systems administrator or network administrator is preferred

Credentials: Valid Oklahoma Driver's License and acceptable Driving record**.**

(Optional) Individual must obtain and maintain appropriate related certifications or other certifications related to their responsibilities every 3 years.

Training or Experience Required:

Experience with Microsoft Operating Systems 2008R2 to 2012 R2
Experience with Microsoft Exchange 2013 and 2016
Experience with Office 365, Azure Active Directory, DHCP, DNS, and WINS
Experience with data backup and storage; specific to NetVault a plus

Training or Experience Optional:

Experience with creating and troubleshooting Rapid Installation Packages; specific to SCCM a plus
Experience with firewall technology and switching and routing
Experience with Endpoint Protection; Internet and email-filtering
Experience with Microsoft SQL 2005 and 2008 Servers
Experience with latest VMware ESX Infrastructure including VLAN and Enterprise Plus features

Special Skills, Knowledge, Abilities:

Communication Sills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Date Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Site: **Technology Center**
Reports to: **Director of Technology or Designee**

Job Goal (Purpose of Position): The System Analyst must have a deep and broad knowledge of computer software, hardware and networks. They will be responsible for organizing, modifying, and supporting our district's computer systems.

The System Analyst will ensure network security while maintaining the essentials such as operating systems, business applications, security tools, and servers to ensure end-user applications and equipment are working in sync. The System Analyst's duties may include installing, upgrading and monitoring software and hardware.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Performances Expectations: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

Essential Job Functions (Performance Responsibilities):

- Communicate with various clients (i.e. teachers, custodians, administration) to gather information to help troubleshoot issues.
- Provide technical support for both hardware and software issues beyond Client Tech capabilities
- Manage the configuration and operation of client-based computer operating systems
- Troubleshoot problems reported by users and analyze and isolate issues
- Ensure that backups are created and verify backups of data
- Maintain integrity of the network, server deployment, and security
- Monitor the system daily and respond immediately to security or usability concerns
- Upgrade systems and processes as required for enhanced functionality and security issue resolution
- Maintain network and system security
- Administrate infrastructure, including firewalls, databases, malware protection software and other processes
- Review application logs
- Support LANs, WANs, network segments, Internet, and intranet systems
- Ensure design of system to allow all components to work properly together
- Evaluate and modify system's performance
- Make recommendations for future upgrades
- Design and deploy networks; Maintain network servers such as file servers, and VPN gateways
- Assign routing protocols and routing table configuration
- Assign configuration of authentication and authorization of directory services
- Perform other duties and tasks as assigned or deemed necessary

Supervision Exercised: The technician may supervise based on assignment level or project manage

Physical Requirements: Other than duties listed above, must have the ability to lift boxes containing computers and computer peripherals.

Terms of Employment:	260 Days. **Individual must be able to work extended hours, weekends or alternate hours.**
Salary:	Tech III; or Tech III with Lead if qualified and selected. Leads are selected via internal interview and selection
Evaluation:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 10-14-19