JOB DESCRIPTION
MOORE PUBLIC SCHOOLS

JOB TITLE: **Systems Administrator**

QUALIFICATIONS:

- Bachelor degree in Computer Science, Management Information Systems, or related field. Minimum of five years' experience in system or network administration may be Substituted for above degree.
- Five or more year's experience as a systems administrator or network administrator
- Valid Oklahoma Driver's License and good driving record

CREDENTIALS:

Individual must obtain and maintain appropriate certifications related to Exchange, Windows, or other certifications related to their responsibilities every 3 years.

TRAINING OR EXPERIENCE REQUIRED:

Specific experience with currently supported Microsoft Operating Systems
Specific experience with currently supported Microsoft Exchange servers
Specific experience with Active Directory, Office 365, Azure, DHCP, DNS, ADFS and WINS
Specific experience with currently supported Microsoft SQL Database Servers
Specific experience with latest VMware ESX Infrastructure including VLAN and Enterprise Plus features
Experience with data backup and storage; specific to NetVault and VEEAM a plus
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

SPECIAL SKILLS, KNOWLEDGE, ABILITIES:

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

Data 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: **Tech Center**

REPORTS TO: **Director of Technology**

PURPOSE OF POSITION:

The System Administrator must have a deep and broad knowledge of computer software, hardware and networks. S/He will be responsible for designing, organizing, modifying, and supporting our district's computer systems.

The System Administrator will design and oversee local area networks, wide area networks, and network segments. Daily tasks may include installing, upgrading and monitoring software and hardware. The System Administrator 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.

CONTACT WITH OTHERS: An incumbent in this position has regular contact with members of the technology department, district, personnel, vendors, and others. Interpersonal interaction or communication is critical.

PERFORMANCES EXPECTATIONS:

Responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems. Serves as a technical expert in the area of system administration for complex operating systems. Recommends the redesign and configuration of operating systems and system applications. Investigates and analyzes feasibility of system requirements and develops system specifications. Identifies methods, solutions, and provides project leadership and management in order to provide a high level of service to the customers of the department. Performs full supervision of staff as assigned.

ESSENTIAL JOB FUNCTION (PERFORMANCE RESPONSIBILITIES):

Responsible for the overall configuration, serviceability, and compliance of:

- 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

SUPERVISION EXERCISED: As assigned by Director of Technology

PHYSICAL/MENTAL REQUIREMENTS AND WORKING CONDITIONS: Other than those requirements listed above, the employee must have the ability to lift boxes containing computers and computer peripherals, climb ladders, and string cable.

TERMS OF EMPLOYMENT: 260 Days; Individual must be able to work extended hours, weekends or alternate hours.

SALARY: To be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 02-14-00
Revised: 03-12-01
Revised: 07-12-10
Revised: 11-11-19