

Job Description

Job Title: **Systems Administrator, Entry Level**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **May 2016**

Job Code: **090515**
 FLSA Status: **Ex - C**
 Pay Range: **L 01**
 Work Year: **12 months**

SUMMARY: Performs basic server setup, installation and configuration. Utilizes network server administrative tools to accomplish system tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform basic server installation, configuration, and maintenance. Install Network Printers, Network peripherals and appliances. Setup and install Network applications. Creates and manages user directories and files on the server platforms.	D	70
2. Analyze, diagnose, and maintain systems in assigned geographic area. Monitor switches and network equipment, Provide back-up support to other geographic areas. Monitors, diagnoses and resolves simple server operating system problems.	D	10
3. Assist with planning, installing and the integration of District networks for Apple and Microsoft platforms. (Macintosh and Active Dir login, authentication, integration)	W	10
4. Instruct, support, and train Technical Support Analysts and end users. Build a working relationship that maximizes and complements individual abilities while achieving or exceeding service needs.	D	5
5. Perform other duties as assigned.	Ongoing	5
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Associate’s degree in computer science, information systems or closely related field required.
- Minimum of two (2) years of relevant experience required.
- Experience in the installation and maintenance of various Microsoft windows, MAC and mobile device platforms.
- Any equivalent combination of education, training, and experience, which would provide the required knowledge and skills, may be considered.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to perform all job functions of technical support analyst, senior level.
- Critical thinking and problem solving skills.
- Ability to interpret and convey technical information to a non-technical audience.
- Ability to manage multiple priorities.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of network test and diagnostic equipment.
- Knowledge of Microsoft Office Suite, productivity and educational software.
- Knowledge of and ability to add/change users and home directories and to add/change network printers.
- Ability to perform remote access and maintenance of servers.
- Knowledge of and ability to manipulate LAN switches and Ethernet infrastructure.
- Knowledge and basic management of login scripts.
- Strong knowledge of and ability to install and configure a Mac OS X server and to setup, configure and troubleshoot Windows 2000/2003 Advanced Server.
- Server-class machines (Intel, SUN, HP, Dell), Network Attached Storage devices, Other Operating Systems (Unix, Linux, MS-Server) and various network appliances.
- Advanced operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Academic Computing Services Executive Director	090532

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- none

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	