

Job Description

Job Title: **Systems Administrator, Senior**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2015**

Job Code: **090517**
 FLSA Status: **Ex - C**
 Pay Range: **L 03**
 Work Year: **12 months**

SUMMARY: Responsible for the implementation, maintenance, operation, and planning of the enterprise technical systems including, but not limited to network servers, data storage devices, network operating systems, enterprise imaging, email system, data backup and recovery systems, and data access security. Provides technical expertise in capacity planning, functional and technical design of enterprise systems, and the resolution of complex problems. Oversees the testing, implementation, maintenance, documentation, and development of operation and maintenance policies and procedures. Executes enterprise server and network design, planning, and implementation. Provides assistance in troubleshooting escalated issues related to system failures and problems. Acts independently to troubleshoot complex problems immediately to avoid costly down time and service outages. Under the guidance of the Principal Systems Architect and IT leadership, will collaborate with district stakeholders to develop SLAs that fulfill district objectives and then design and develop the infrastructure to meet those SLAs.

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. Analyze, plan, implement, maintain and troubleshoot all centralized District Data Center Infrastructure including servers, storage, networking. The majority of these are mission critical production systems such as HR, Mail, Web, Database, Payroll / Accounting and specialized servers for Business Services. Also included are the Cluster Servers, Update Servers, Security Patch Servers and the full VMWare Server Farm and Infrastructure.	D	50%
2. Resolve complex network and server technical issues escalated from System Administrators and Technical Analysts.	W	10%
3. Research and Design, implement and troubleshoot/maintain District Wide Active Directory, Replication and Network access Hierarchy, including remote sites. Also, Domain Name Services (DNS), Dynamic Host Configuration Protocol (DHCP), Windows Internet Naming Services (WINS) and RADIUS. Multiple Organizational Units (OUs) and Domains.	W	10%
4. Design, develop, implement, and administer enterprise security measures to restrict unauthorized or inappropriate use of Information Technology resources and the data therein entrusted. Develop written, electronic, and physical means to enforce policies, procedures, and practices that protect public, District, and individual rights.	D	10%
5. Provide technical expertise and makes enterprise recommendations related to standards, security, projects, implementations and rollouts, etc. Act as an organizational interface with vendors to learn about new systems / products and how they could best be utilized.	W	5%
6. Develop, test, implement and train on District-wide server and workstation operating System (OS) standards. This includes Enterprise imaging/system preparation , application/software suite installs, SQL, Internet Information Services (IIS) and Exchange.	W	7%
7. Provide updates and critical information to the CITO and I.T. Mgrs related to enterprise design, system performance, security issues and technical procedures.	Bi-weekly	5%
8. Mentor, instruct and train System Administrators and Technical Analysts.	D	3%
9. Perform other duties as assigned.	Ongoing	
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in computer science or equivalent major. Four (4) additional years of similar and relevant experience may be substituted for this requirement.

- Minimum of six (6) years experience in the installation and maintenance of LAN/WAN/WLAN network systems.
- Additional three (3) years experience in the installation and maintenance of Enterprise Network and Server management.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Network Administration Certification from Cisco or equivalent.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- 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 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.
- Advanced critical thinking and problem solving skills..
- Advanced knowledge of Microsoft Enterprise Server management and troubleshooting
- Expert in Local Area Networking and Infrastructures.
- Ability to maintain confidentiality in all aspects of the job.
- Advanced ability to manage multiple tasks with frequent interruptions.
- Advanced ability to manage multiple priorities.
- Advanced ability to diffuse and manage volatile and stressful situations.
- On call and/or respond to calls 24/7.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced knowledge of Routing Architecture and Network design, Cisco IOS and NX/OS, DNS, IP Sub-Netting, TCP/IP, routing protocols (BGP, OSFP, RIP, MPLS, and EIGRP), Security, NAT Configuration, Proxy Server, Intrusion detection, IPS/IDS, VPN and Firewalls, QOS, SIP, VOIP and QOS and data/Telecomm Integration.
- Advanced knowledge of Hardware (Multi-vendor routers including HP and Cisco Ethernet Copper and Fiber switches, CSU/DSU, bridges, multiplexers, firewalls (ASA/PIX), VPN, Packet shaper, Windows servers, single and multi-layer LAN switches, internet filtering appliances, T-1 circuit emulation, OC#, sonnet, DS3, DS1, and virtual circuits; Xirrus Wifi, network Analyzer (Omniview), Fluke Network Cable and Fiber Tester Packet Sniffer, T-1 Analyzers, Network Scanners, Network Management Systems, Syslog Servicer, Simple Network management Protocol (SNMP), Visio, Tcpdump, Wireshark, Etherpeek, NAI Sniffer, and Snort, Secure Networking Filters.
- Advanced knowledge of VMWare vSphere and virtualization technologies
- Advanced knowledge of Adams 12 network and communications infrastructure.
- Advanced knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- 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

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
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	