

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### SENIOR SYSTEMS MANAGER

#### QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution, with major in computer science or Associates' Degree from accredited institution with a minimum of five (5) years' work experience in field of study.
2. Advanced knowledge of Windows Server (2003/2008/2012) in an enterprise environment.
3. Minimum of five (5) years' experience in Programming languages and SQL Server (2005-2014) in an enterprise environment.
4. Minimum of five (5) years' project management experience in Technology Information Systems.
5. Advanced technical knowledge of VMware virtualization technologies (ESXi, vCenter, vMotion)
6. Knowledge of current change management principles and best practices as applied to the fields of technology, information services and information systems.
7. Other qualifications as deemed appropriate by the Board.

#### REPORTS TO:

Technology Services Coordinator

#### SUPERVISES:

Systems Administrator and Network Administrator

#### POSITION GOALS

To supply the District with its technological needs for student achievement, productivity enhancements, reporting requirements and decision support in a fiscally responsible manner.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

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 Operations staff. Ability to communicate a highly technical and constantly changing subject in non-technical terminology to educational and support personnel. Ability to communicate and express facts and ideas clearly and concisely orally and in writing. Ability to accept responsibility and make competent decisions on matters affecting the entire department.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Provides project management and leadership to staff and external resources assigned to support the established goals and objectives of the functional assignment area.
2. Researches, develops and implements policies and procedures for functional area(s) consistent with current standards for best practices.
3. Exercises leadership, initiative and independent judgment in determining priorities and standards, including the methods and processes by which established goals and objectives are accomplished.
4. Manages the day-to-day operations of the District's centralized computers by monitoring system performance, configuration, maintenance and repair. Ensures that records of system downtime and equipment inventory are properly maintained. Applies revisions to host system firmware and software. Works with vendors to assist support activities.
5. Maintains administration accountability for budget planning and administration, including equipment requisitions and related purchasing functions relevant to area(s) under charge.
6. Follows adopted policies and procedures in accordance with School Board priorities.
7. Develops new system and application implementation plans, custom scripts and testing procedures to ensure operational reliability. Trains technical staff in how to use new software and hardware developed and/or acquired.
8. Supervises Operations staff including hiring, training, evaluating and disciplining. May guide or provide work direction to technical staff, contract staff and/or student employees. Determines appropriate coverage for all hours of operation.
9. Performs troubleshooting as required. As such, leads problem-solving efforts often involving outside vendors and other support personnel and/or organizations.
10. Participate in the acquisition of software and hardware that meets the definition of enterprise computer technology as defined in Florida Statutes.
11. Implements enterprise-wide software and hardware and manages the use across the organization.
12. Supports the technical use of enterprise-wide software and hardware as the first support contact for the organization.
13. Develops procedures, programs and documentation for backup and restoration of host operating systems and host-based applications.
14. Stays current with technological developments in systems administration technology and recommends ways for district to take advantage of new technology.
15. Develop and administer cooperative agreements and contracts with other school districts, government and community agencies, and private schools.
16. Keep supervisor informed of potential problems or unusual events.
17. Serve on district, state or community councils or committees as assigned or appropriate.
18. Provide oversight and direction for cooperative planning with other agencies.

19. Work closely with district and school staffs to support school improvement initiatives and processes.
20. Assist in implementing the district's goals and strategic commitment.
21. Exercise proactive leadership in promoting the vision and mission of the district.
22. Set high standards and expectations and promote professional growth for self and others.
23. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
24. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
25. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:** Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:** Twelve months and 7 ½ hours per day. Salary to be based on the Board adopted Administrative Salary Schedule: Pay Grade 3.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.