

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

SYSTEMS ADMINISTRATOR

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution, with major in computer science, or Associate's Degree in Computer Science or related field, or appropriate industry certification for performance responsibilities.
2. Minimum of five (5) years' experience in Server Administration.
3. Minimum of three (3) years' experience in VMware and Exchange.
4. Knowledge of active directory concepts and configuration-security groups, inherited rights, delegation, Object Unit structure, object types and attributes.
5. Highly desire ability to create and manage Group Policies including GPO precedence, enforcement and blocking.
6. Experience with the configuration, administration and implementation of DNS and DHCP Servers.
7. Knowledge of current change management principles and best practices as applied to the fields of technology.
8. Other qualifications as deemed appropriate by the Board.

REPORTS TO: Technology Information Officer or designee

SUPERVISES: None

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 maintaining existing district systems resources on various Windows platforms, including hardware, operating systems, software upgrades, security patches and virus protection. Knowledge of enterprise class server platforms such as Windows 2003/2008/2012, with a strong focus on VMware. In depth knowledge of managing and administrating VMware (version 5, 5.5), Microsoft Active Directory services, and storage area networks. Knowledge of state, federal and local laws as they pertain to affected areas of the department. Knowledge of School Board policies, procedures and regulations related to departmental activities and personnel.

PERFORMANCE RESPONSIBILITIES:

1. Monitors and maintains Windows Server operating system and additional server components including, but not limited to, VMware, Exchange, Active Directory, and Office 365.
2. Diagnoses problems with server, storage area network (SAN) hardware, and enterprise applications and works with vendor engineers to resolve problems outside the scope of the department.
3. Manages Active Directory forest and tree organizational units, user accounts, passwords, mailboxes, and file and permissions, group policy, and Systems Center Configuration Manager.
4. Executes basic PowerShell or Command Shell commands in relation to Global Policy Management.
5. Responds to emergency work requests; troubleshoots system failures and errors; diagnoses, isolates, and resolves system related problems ensuring timely results and minimal disruption of operations. At times, performs after-hours system support during scheduled and unscheduled outages and standard monthly patching requirements.
6. Maintains current knowledge of industry and regulatory trends and developments applicable to the assigned technical function.
7. Implements enterprise-wide software and hardware and manages the use across the organization.
8. Trains and provides support to technical staff regarding system administration and usage. This includes assistance with the development and testing of computer images and software packages for deployment to client computers.
9. Cross-train with Network Security Engineer in relation to maintaining and supporting switches, routers and monitoring software.
10. Support the district-wide administration or state-mandated reporting requirements.
11. Follow adopted policies and procedures in accordance with School Board priorities.
12. Assist school personnel in initiating and implementing new programs.
13. Develop and administer cooperative agreements and contracts with other school districts, government and community agencies, and private schools.
14. Keep supervisor informed of potential problems or unusual events.
15. Serve on district, state or community councils or committees as assigned or appropriate.
16. Provide oversight and direction for cooperative planning with other agencies.
17. Work closely with district and school staffs to support school improvement initiatives and processes.
18. Exercise proactive leadership in promoting the vision and mission of the district.
19. Set high standards and expectations and promote professional growth for self and others.
20. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
21. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
22. 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, 8 hours per day. Salary to be based on the Board adopted Managerial/Confidential/Supervisory Salary Schedule. To insure optimal network up-time for all user departments, performance may include after work hours.

EVALUATION: Performance of this position will be evaluated annually by the Chief Information Officer or designee in accordance with Board policy for the evaluation of Non-Instructional personnel.