

Job Description

Enterprise Systems Administrator

Reports to: Data Processing Manager

FLSA Status: Exempt

Department: Data Processing

Prepared by: Human Resources

Date: May 16, 2019

Job Code: 44166

Range: 26

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Administer Microsoft-based server solutions deployed on premise, across local WAN links, and in the cloud (Azure).
- Design and manage Active Directory structures and objects.
- Active Directory Group Policy and Single-Sign On administration.
- Create and maintain comprehensive service management documentation.
- Provide replicable server configuration and security blueprints.
- Provide leadership to team members; work effectively as part of a collaborative team.
- Provide input on information technology goals and related projects.
- Evaluate and recommend changes to server requirements and specifications.
- Troubleshoot problems associated with server platforms and network functionality.
- Manage and troubleshoot third-party applications.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Mandatory Qualifications & Skills:

- Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.
- Four years of Microsoft Server Administration and Active Directory management experience.

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- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred Qualifications & Skills:

- Relevant experience in these areas:
 - Microsoft Exchange Server and Office 365
 - Microsoft System Center Configuration Manager (SCCM)
 - Microsoft Windows Server Update Service (WSUS)
 - Microsoft Windows Server Core
- PowerShell scripting design and implementation experience.
- Apple iOS and Apple product integration experience.
- Linux OS experience.

Physical Demands:

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff

Supervision Received:

Data Processing Manager

Supervision Exercised:

Assigned Personnel