

School District of Santa Rosa County

Job Description

Systems Administrator

Reports to: Data Processing Manager	FLSA Status: Exempt
Department: Data Processing	Prepared by: Human Resources
Date: March 13, 2014	Job Code: 11040
Position #: 44151	Range: 21

Principal Duties and Responsibilities (Essential Functions)

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. Personal characteristics required of all employees, such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Administer Windows Servers
 - Install and configure Windows Server Operating System
 - Install, Configure and Maintain the various Windows Server services (e.g. DNS, WINS, File and Print Services etc...)
- Administer District Active Directory
 - In consultation with District Systems Engineer, create/modify Organizational Units and create/apply policy to enhance usability and security
 - Administer Staff User Accounts
 - Create, Update and Delete accounts in accordance with directives or SOPs
 - Ensure users have appropriate level of access for assigned jobs/positions
 - Complete regular account audits to ensure compliance
- Administer Exchange Mail System
 - Create, Update and Delete mailboxes in accordance with directives or SOPs
 - Ensure users are assigned to appropriate district level distribution groups
 - Manage ownership of downstream distribution groups
 - Provide assistance as necessary to school techs and end users in management of distribution groups
- Administer District Systems Center Configuration Manager
 - Administer/Monitor Software Deployment
 - Assist with development of software packages
 - Administer/Monitor Windows Updates
 - Administer District Anti-Virus solution
 - Monitor system for indications of infection and coordinate cleaning/reimaging of offending systems.
 - Assess circumstances of the infection and provide user training as necessary to avoid future infections.
 - Monitor system to ensure all systems are running the district AV solution
 - Monitor system to ensure signature files are updated
- Administer/Monitor other one off systems (e.g. Application Extender) as appropriate to ensure efficient and reliable operation of these systems
- Administer District Backup solution
 - Perform regular audits to ensure all systems are protected from data loss
 - Perform daily checks to ensure backups complete without error
 - Perform restores as necessary due to accidental deletion or equipment failure

Supervision Received:

Network Engineer

Supervision Exercised:

Systems Administrator Assistant

Minimum Qualifications & Skills Required:

1. Graduation from an accredited college with an Associate's degree in Computer Science, Computer Studies, or Computer related technical degree
2. Microsoft Certification or Training in applicable skill areas
3. Microsoft Certification in the below can be substituted for the college degree requirement:
- MCSA – Microsoft Certified Systems Administrator – 2003 or above
4. Microsoft Exchange Training or Certification (MCSA + Messaging)
5. Three years of experience in network administration and support

Preferred:

N/A

Physical Demands:

Exerting up to 50 lbs. of force occasionally and/or up to 100 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. 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, and bending. Drive and operate a motor vehicle. Office, exposure to noise associated with computer operation; exposure to electrical wiring and apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.