School District of Santa Rosa County
Job Description

Systems Administrator (Assistant)

Reports to: Data Processing Manager	**FLSA Status:** Nonexempt
Department: Data Processing	**Prepared by:** Human Resources
Date: March 13, 2014	**Job Code:** 11040
Position #: 44152	**Range:** 20

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.

- Given Specific Guidance 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…)
- Given Specific Guidance administer Active Directory Accounts
  - 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
- Given Specific Guidance, Administer Exchange Mailboxes
  - 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
- Given Specific Guidance, Administer District Anti-Virus solution
  - Monitor system for indications of infection and coordinate cleaning/reimaging of offending systems.
  - Monitor system to ensure all systems are running the district AV solution
  - Monitor system to ensure signature files are updated
- Monitor District Backup solution
  - Perform daily checks to ensure backups complete without error

Supervision Received:
Network Engineer

Supervision Exercised:
N/A

Minimum Qualifications & Skills Required:

1) High School Diploma
2) Four years of experience in computer 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.