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|  | **JOB TITLE** | SYSTEMS ADMINISTRATOR |
| **REPORTS TO** | CHIEF INFORMATION OFFICER |
| **SALARY SCHEDULE/GRADE** | TECHNOLOGY SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7507 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s Degree from an accredited institution, including emphasis in computer science, information technology, business management, or a closely related field. Employees hired prior to July 1, 2018 are exempt and will continue to serve as a classified employee. |
| Four years of responsible information services and technology management experience. |

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| **POSITION SUMMARY** |
| Coordinate and control operating system software for the District mainframe computer system, including transaction processing, security administration, relational database software, file system usage and time sharing administration; write specialized software to support a multi-processing environment; serve as a backup for network infrastructure support when necessary. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Maintain Active Directory user accounts for staff and students. |
| Ensure server backups are running properly. |
| Provides ongoing maintenance and support of desktop and server operating systems. |
| Responds to after hour alerts when required. |
| Creates and maintains Group Policy objects. |
| Support for the district web filtering solution. |
| Manage G Suite. |
| Oversee the district antivirus deployment to ensure computers are compliant. |
| Serves as backup for other district IT personnel when needed. |
| Provide help desk support for district users in a variety of technology matters. |
| Support, design and install security camera solutions. |
| Participate in the maintenance and repair of District technology devices and equipment. |
| Collaborates with administrators at assigned locations regarding site technology matters including but not limited to budget, tickets, beginning and end of the year preparations and state of technology in the building. |
| Oversee student help desks at assigned locations. |
| Lead Student Technology Workers at assigned locations. |
| Observe legal and defensive driving practices. |
| Keep company vehicle clean and presentable, track service needs and report to Transportation Director. |
| Perform other duties as assigned by the Chief Information Officer or Superintendent. |

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| **KNOWLEDGE AND ABILITIES** |
| DNS and DHCP. |
| Active Directory including Group Policy Objects. |
| Basic windows scripting knowledge (Powershell, Batch, VBS). |
| Knowledge of the G Suite admin console. |
| Automating user account creation for AD and G Suite. |
| Ability to run and test network cables. |
| Device repair including end user devices. |
| Security camera software and camera configuration. |
| Enterprise level printing solutions. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. |
| Requires bending, squatting, crawling, climbing, and, reaching. |
| Must have an adequate range of motion in the upper extremities. |
| Persons performing service in this position classification will exert 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. |
| Requires the ability to communicate effectively using speech, vision and hearing. |