

	<b>Information Technology Administrator</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: February 4, 2013  Board Approval: May 3, 2016  Revision Date: May 3, 2016  Salary Schedule : Classified Supervisory</p> <p>Reports to: Director of Technology</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Director of Technology, this position is responsible for installation, configuration, operation, and maintenance of systems hardware and software and related infrastructure as well as the network infrastructure for the entire school district, including VoIP, wireless, video, and other communication technologies. Incumbent ensures that system hardware, operating systems, software systems, and related procedures adhere to best practices and industry standards. All Information Technology Administrators will be expected to cross train to provide seamless overlap.

**REPRESENTATIVE DUTIES:**

- Assist in developing, implementing, testing and maintaining server level disaster recovery plans
- Evaluate, test, and deploy all software and hardware upgrades to the server and storage infrastructure
- Implement and administer an industry standard active directory services infrastructure
- Operate and create images for a variety of operating systems
- Operate and create images for a variety of mobile device operating systems
- Setup and management of replication, backups, and monitoring
- Setup and manage of servers and stacks
- Managing storage arrays
- Work on assigned projects and complete within timetable
- Recommend and implement strategies to improve network performance, security and productivity of services in District's main office as well as remote school sites
- Produce sound and secure network designs according to industry best practices
- Deploy network equipment including, but not limited to, switches, routers, wireless, IP telephony, IP-based security and A/V equipment
- Document network architecture, infrastructure components and Standard Operating Procedures
- Provide on-call support for district network and services
- Maintain accurate and up-to-date inventory records of networking hardware and software
- Implement/improve upon network and server monitoring capabilities; report network performance statistics to management on a regular basis
- Supervise and actively plan or participate in weekly meetings
- Supervise and evaluate classified staff
- Strong technical aptitude and ability to research and solve complex issues independently
- Train and support the work of other junior staff engaged in similar functions\
- Perform other duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Strong database experience developing complex structured query language
- Strong expertise on virtualization software and hardware
- Advanced knowledge of installations, upgrades and troubleshooting of industry standard servers and web application servers
- In-depth knowledge of active directory and Windows technologies
- Have thorough understanding of active directory domain controller design, schema, organizational unit design, replication topology, backup/restore procedures
- Have working knowledge of moving data between servers and databases
- Have excellent working knowledge of domain name system, group policy object, ability to automate the Windows environment
- Strong technical aptitude and ability to research and solve complex issues independently
- Strong skills in software and hardware instructional programs

- Ability to speak in an understandable voice with sufficient volume to be heard at normal conversational distance, on the telephone and addressing groups
- Complete understanding of all layers of open systems interconnection model
- Knowledge and understanding of all communication protocols between computing systems and in telecommunications
- Extensive design experience in current industry standard technologies involving quality of service, network redundancy/failover, network security and many more.
- Knowledge of firewall architecture hardware and software configuration
- Integration with telecom providers ranging in various transmission mediums
- Setup wireless networks with controller and non-controller based management systems

#### **EDUCATION AND EXPERIENCE:**

- BA or BS in Computer Science, Computer Engineering or equivalent computer science major (relevant experience may be considered in lieu of a degree)
- 3+ years experience in Systems Administration
- 5+ years experience with computer/server hardware and software or network design and architecture experience
- Software and Hardware certifications

#### **LICENSES AND OTHER REQUIREMENTS:**

- Requires possession or acquisition of a valid driver's license
- May require pre-employment physical examination

#### **WORKING CONDITIONS:**

##### ENVIRONMENT:

- Ability to deal with angry/upset people in a calm and professional manner.
- Work environment is a combination of an office setting and occasional travel

##### PHYSICAL DEMANDS:

- Requires willingness and ability to work effectively and move about in an office and travel to local areas
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes-stressful conditions, with frequent distractions and interruptions
- Ability to sit for extended periods of time, up to an 8 hour shift (with the exception of breaks and lunch)
- Ability to lift up to 40 pounds on an intermittent basis
- Sufficient mobility to enter/exit a vehicle and drive to various locations
- Sufficient mobility to lift, carry, bend, stoop, push/pull, stand and walk to install, repair and transport technology equipment
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office and technology equipment, to keyboard and write, file and maintain records

##### HAZARDS:

- Occasionally working in a cramped or restrictive work area

#### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.