

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	System Administrator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Technology Department	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	May 22, 2018	SALARY:	Range 23; CSEA Unit II Clerical/Technical Salary Schedule

SUMMARY DEFINITION:

Under general supervision, monitors and manages the local and wide area networks of the District; maintains the operation and health of the District directory database system; ensures that all District server systems are current and operable, performs confidential administration of District email and Internet access systems. Responsible for technical work in planning and delivery of District energy management and other assigned systems including installation, troubleshooting, user assistance, and initiating repair and replacement of various systems. Performs other related duties as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Monitors and controls all District infrastructure, including local and wide-area networks; maintains IP addressing, router and switch configurations, DHCP and DNS servers, and related network systems. **E**

Administers and configures network security as related to user accounts, anti-virus, firewall configuration, and content filtering. **E**

Performs advanced network Directory Services (such as Microsoft Active Directory) maintenance functions and problem resolution. **E**

Maintains district-wide application and file distribution systems (using server applications such as Microsoft System Center). **E**

Develops/administers user accounts, advanced system login scripts, workstation policies, user interface controls, and file systems. **E**

Monitors energy management and security camera systems, detecting, where possible, network conductivity failures. **E**

Operates and controls, through computer based systems, such as but not limited to, energy management systems, security cameras, and access control systems. **E**

Performs confidential email and Internet access audits.

Monitors performance of network service and assures service level using network management software through liaison with service providers. **E**

Adjusts and changes the systems control as needed including schedule changes for after-hours special events. **E**

Configures and monitors the performance of enterprise backup and fault tolerance systems. **E**

Performs regular scans of systems to check for proper equipment operations and network conductivity. **E**

Oversees the preparation of reports regarding system health, configuration, inventory, and other related items.

Configures and maintains servers, print servers, security cameras, EMS, clock/speaker systems, voice devices, and video devices. E

Installs and configures a variety of desktop and network operating systems on multiple hardware platforms. E

Controls and monitors user access levels on various District networks. E

Establishes and maintains standardized network configurations on all District servers. E

Request work orders when systems are not operating correctly.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: AA degree in Computer Science; B.S. preferred; three years of network administration experience in an internet environment and administering network operating systems. Prefer experience in an education setting with advanced training and experience configuring and managing networks and work experience in the field of energy or utility management systems

LICENSES AND OTHER REQUIREMENTS:

Must possess and maintain a valid California Class C driver's license with a good driving record.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

General knowledge and demonstrated skills in using and re-programming EMS controls for complex unrelated systems used in controlling various District sites whether on or off site. Proficient use of a personal computer, databases specific to the position and District, Internet, and Microsoft Outlook. Proficiency in applicable computer software programs used by this position and the District. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Demonstrated ability to use a variety of tools used to perform the duties of the position.

KNOWLEDGE OF:

Common public wide-area data/voice/video network services.

Desktop and network operating systems, including Microsoft, Linux, Chrome, and Apple.

Network management, backup and print systems, security and anti-virus procedures, video systems, VoIP systems, clock/speaker systems, and other typical network services.

Computerized maintenance energy systems management principles as related to the duties of the position.

EMS controls and systems.

Internet applications, i.e. E-mail, network, web administration.

Variety of individual personal computer operating systems including local area networks. Computer operating systems including all Microsoft and Apple desk-top systems.

Training techniques for a diverse employee population with varying skill levels.

Computers, multimedia and networks for education and/or business computer applications.

Technology and Maintenance Department's functions and responsibilities within the District.

Technical aspects of field of specialty.

Record-keeping techniques.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Understand and evaluate a variety of network operating systems and applications.

Use appropriate judgment in diverse and emergency situations.

Administer network operating systems.

Train Technology and Maintenance Department staff and users.

Work cooperatively and communicate effectively with users of varying degrees of skill.

Prepare comprehensive technical materials.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.
Prioritize and schedule work.

LANGUAGE SKILLS:

- Ability to read, write, hear, and speak in English.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals;
- Skill in writing routine draft instructions, reports and correspondence;
- Skill in speaking effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

ENVIRONMENT: May work remotely or in an office, classroom, lab and outdoor or construction environment, both within and outside normal work hours; intermittent excessive noise; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; seeing to view monitors; hearing and speaking to exchange information and make presentations; moving, lifting, carrying, pushing, and pulling objects of up to 50 pounds; sitting or standing for extended periods of time. Crawling, climbing, squatting, bending, stretching, and reaching for field service work.

HAZARDS

None known.

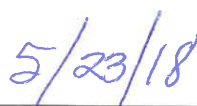
OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment strength and agility (PEP) test.
Must successfully pass the District's pre-employment fingerprinting and TB testing.

APPROVALS:



Keith Rogenski, Assistant Superintendent of Human Resources



Date



Rick Schmitt, Superintendent



Date