



Systems Administrator

Rev. Dec. 2017

Reports to: Systems/Network Operations Manager

Status: Exempt

Dept./Campus: Technology

Paygrade: 202

Term: 230 Days

PRIMARY PURPOSE:

The Systems Administrator will be part of a team responsible for maintaining a complex infrastructure. They will be responsible for daily administrative duties involved in supporting, maintaining, monitoring, and tuning a server farm composed of physical and virtual infrastructure components, including Windows/Linux Servers, VMWare ESX Host, vCenter, and Windows virtual machines.

MAJOR RESPONSIBILITIES AND DUTIES

- Automate operating system deployment and configuration.
- Email archiving, backup and restoration.
- Manage deployment of all patches, critical updates and service packs.
- Maintain self-service and push application deployment.
- Automate BIOS, driver, and security updates.
- Document all processes and procedures for client and server environments.
- Provide technical escalation point for complex issues and problems.
- Implement and maintain backup procedures for servers providing OS, configuration, and application deployment.
- Develop, test, document, maintain and deploy district policies for all client devices.
- Support internal remote access solutions, i.e. RDP, Lync, Apple Remote Desktop, TeamViewer.
- Develop and maintain scripts to enhance deployment and monitoring framework.
- Authorizes file, folders and individual access to technology applications or services, including the active directory accounts for the purpose access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.
- Identity management through the use of account automation software.
- Completes employer required training for the purpose of maintaining current knowledge regarding specific job and/or district, state and federal rules, regulations, policies and procedures and laws.
- Administration of JamF – future planning and updating of JamF software.
- Chrome Management – Provide guidance on delegated administration to various groups within Technology department.
- Configure, maintain, troubleshoot and oversee the Google G Suite management piece.
- Administration of existing print server/software (Printerlogic) as it pertains to major upgrades and overall standardization of printer objects.
- Provide overall system administration for an enterprise wide Cisco Unified Communications Manager and related systems.



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- **Performance Responsibilities**
 - Work with Network and Technical Services team as assigned and when appropriate.
 - Troubleshoot server and workstation issues at sites as required.
 - Install and configure end user devices for connection to district services and application as needed.
 - Oversee various district-wide projects as assigned.
 - Develops scripts regarding the installation of various software applications and procedures.
 - Ensure procedures are in place for systems backup as needed.
 - Assist with equipment recommendations and pricing requested.
 - Exhibit support for the district's vision, mission goals and priorities.
 - Demonstrate initiative in the performance of assigned responsibilities.
 - Maintain confidentiality regarding district matters.
 - Maintain positive relationships with staff, students, community and outside vendors.
 - Participate in workshops and training as required.
 - Keep supervisor and appropriate staff members informed of potential problems or unusual events.
 - Respond to inquiries and concerns in a timely manner.
 - Exhibit interpersonal; skills to work as an effective team members.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree from accredited university in a technical field or equivalent experience. Minimum of 5 years IT experience. Must possess/demonstrate knowledge of several areas including but not limited to Microsoft Active Directory, Active Directory Schema administration (modifications, security and integrity of schema), Group Policies, Windows administration, ADFS (Single Sign-On), VMWare, System Center Configuration Manager, Mobile Device Management server and in some instances Unix/Linux. Experience with Windows and Mac OS X Server. Must have working knowledge/experience of scripting i.e. batch files, PowerShell, VB Script, etc., Window Server administration, Endpoint management leveraging SCCM, Jamf or similar, VMWare and/or Hyper-V. Working knowledge of network fundamentals i.e. subnets, DNS, DHCP, etc. Experience with Centralized Authentication and Administration Models, such as LDAP and Active Directory required.

Knowledge/Skills/Abilities:

- Excellent communication skills both oral and written.
- Ability to manage multiple priorities and projects.
- Ability to demonstrate analytical and mathematical skills.
- Strong technical knowledge/experience supporting devices running Microsoft and Apple OSes.
- Ability to be self-directed with minimum supervision.

All GISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.



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Mental/Physical/Environmental Demands:

- Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.
- Regular moderate lifting and carrying equipment (up to 50 pounds); heavy lifting and carrying (50 pounds and over) occasionally.
- Work inside, regular exposure to noise; work prolonged or irregular hours with little advanced notice, frequent on-call and after hours work; occasional districtwide travel.
- Work with frequent interruptions; maintain emotional control under stress.