

**Reports to:** Director of Technology

**Job Classification:** Exempt

**Work Year:** Full Year

**Pay Scale:** Computer Tech

## **JOB SUMMARY**

The Systems Administrator works with the Technology Director and the technology team to provide reliable, high-performance data services to the entire Saint Francis High School Community. This is accomplished through careful planning and implementation of network and server infrastructure services and quality technical support.

## **ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES**

- Manage the school's information and data, including oversight, support, maintenance, backup, security, upgrades, updates, and troubleshooting of the various information systems
- Working within the Technology Department, the System Administrator will evaluate and recommend upgrades, modifications, or changes to information systems and specialized applications
- Provide advice and consultation about the application of technology as it relates to the school's present and future needs
- Work closely with and support other members of the school's technology team as needed
- Manage Windows and Linux servers and services (file, print, smtp, and more)
- Manage Netapp storage systems
- Manage VMWare server infrastructure
- Manage network infrastructure, consisting of mostly Cisco and HP (Procurve) devices
- Manage wireless and telephony systems and services, including internet access systems
- Manage user accounts in various systems, including Active Directory
- Assist in the management of other devices and technologies as needed
- Manage and maintain technology-related disaster recovery processes
- Assist with planning and implement directory-related services and integrations
- Work with the Technology Manager to establish and facilitate best practices for managing client workstations, including security profiles, software distribution or other best practices
- Setup and manage special infrastructure services for events as needed

## **MINIMUM REQUIREMENTS**

### **Experience**

- 2-5 years of experience managing systems and providing support for a workplace

**Skills**

- Familiar with Microsoft Server and Cisco networking technologies
- Desire to learn new technologies as required
- Ability to work independently with specialists/consultants to resolve specific issues
- Must work well in a collaborative team environment, as well as independently
- Strong organizational skills and ability to meet deadlines
- Proficient in MS Office including Excel, Word and PowerPoint
- Ability to work well with K-12 students and with adult colleagues; willingness to be an active, enthusiastic member of the tight-knit SFHS community

**Educational Requirements**

- Bachelor's Degree in a technical field or five years of experience in technical support

**Behavioral Job Attributes**

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities

**Physical Requirements**

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 50 lbs. in confined spaces

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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