



Systems Administrator

JOB DESCRIPTION

The Systems Administrator, under the supervision of the Director of Desktop Services, provides hardware, software, and operating system maintenance and support for District servers.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- A.A.S. in Networking, computers, or equivalent schooling, certification and/or experience
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KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

- Experience with networking technologies, including servers and network operating systems
- Experience with network-based software applications
- Knowledge of database systems preferred
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DUTIES AND RESPONSIBILITIES

1. Provides hardware, software, and operating system maintenance and support for District servers
2. Installs, configures, and supports network applications
3. Maintains software inventory and documentation regarding installation options, rights, and configurations
4. Contacts vendors for server and software support
5. Maintains and troubleshoots content filtering and spam system
6. Oversees Directory Services and Identity management, including user and group accounts, group policy, and accuracy of data
7. Advises on procedures and policies to increase security surrounding Directory Services and Network applications
8. Creates and maintains file and print services for employees and students
9. Assists the Network Engineer and Network Administrator on VPN, patching, security, email services, and monitoring of server health
10. Recommends needed upgrades to server hardware
11. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate (verbally and written), concentrate, reason, understand verbal instructions, analyze, differentiate, memorize, read, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry heavy weight (45 pounds or more), stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, possess visual acuity, drive an automobile within district. Works with unusual noise levels, low or intense illumination, work around moving objects, and may work alone for prolonged periods of time.

PAY SCALE: PO2

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*