

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

11.10

JOB TITLE: **Systems Administrator**

QUALIFICATIONS:

Credentials: Valid Oklahoma Drivers License and acceptable Driving record.

Education: Bachelors degree in Computer Science, Management Information Systems, or related field.
Three to five years experience in network administration may be substituted for above degree.

Experience Required: Minimum of 3 years experience in supporting personal Computer users, servicing personal computers and providing network Support (including Cisco Routers, Microsoft Windows Server, Microsoft Active Directory, Microsoft Exchange, SQL, and TCP/IP in Windows environments.

SPECIAL SKILLS, KNOWLEDGE, ABILITIES:

Communication Skills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Must be familiar with various software programs, particularly Windows 2003 and 2008 Server, Microsoft Office, and Windows XP.

SITE: **Tech Center**

REPORTS TO: **Director of Technology**

PURPOSE OF POSITION: Responsible for the design and implementation of the server components of a client-server based Wide-Area-Network (WAN) and Local-Area-Network (LAN) at remote sites. Responsible for interfacing Mac and Windows Platforms to a Windows server. It also includes technical leadership responsibility, involving decision-making, driving communication inside and outside of engineering. Involves hands-on design and development work, implementing enhancements and extensions to the WAN. The systems administrator will be involved in development of new features and supporting the current networks. This is a fast-paced position with rapidly changing requirements, and requires an ability to work on multiple tasks simultaneously and be flexible while maintaining productivity.

CONTACT WITH OTHERS: An incumbent in this position has regular contact with members of the technology department, district, personnel, vendors, and others. Interpersonal interaction or communication is critical.

PERFORMANCES EXPECTATIONS: Demonstrates knowledge and understanding of TCP/IP, Cisco Routers, Switches, Internet Information Server, Microsoft ISA Server, Apache Web Server, and Microsoft Exchange. Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance of leave policies, and other Board Policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

ESSENTIAL JOB FUNCTION (PERFORMANCE RESPONSIBILITIES):

Maintains and supports all local area networks and wide area networks throughout the district to include trouble shooting in both hardware and software.

Designs and installs wide and local area networks.

Sets minimum equipment standards for LAN installation. Approves all network equipment before purchase or installation.

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Performs inventory management to include procuring, accessing, and receiving inventory.

Provide Director of Technology with assistance in developing long-term technology goals.

Managing and maintaining server hardware and software, (Windows 2003 and 2008).

Managing and maintaining VMWare ESX Infrastructure.

Managing and maintaining district's Storage Area Network or SAN.

Managing and maintaining Citrix XenApp servers and software.

Managing and maintaining Microsoft Active Directory, Exchange, Group Policy, DHCP DNS, and WINS

Managing and maintaining Altiris Deployment Solution

Managing and maintaining CommVault Simpana (Backup Software)

Managing and maintaining Symantec Endpoint Protection (Antivirus)

Managing and maintaining Microsoft SQL 2005 and 2008 servers

SUPERVISION EXERCISED: As assigned by Director of Technology

PHYSICAL/MENTAL REQUIREMENTS AND WORKING CONDITIONS: Other than those requirements listed above, the employee must have the ability to lift boxes containing computers and computer peripherals, climb ladders, and string cable.

TERMS OF EMPLOYMENT: 260 Days

SALARY: To be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 02-14-00

Revised: 03-12-01

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