MOORE PUBLIC SCHOOLS

Job Title: **Systems Analyst A, B, C**

Qualifications: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school diploma, GED, and specialized training in any of the following areas: PC compatible computers, computer networks.

Training or Experience: Required: Minimum of one year experience working with desktop/laptop computers and minimum of one year working in a windows network environment, or approved vocational training of at least one year. Level A duties may include but not be limited to system troubleshooting related to curriculum software, user-management software, and/or other district system implementations; Level B duties may include but not be limited to complete knowledge of one or more network systems and ability to serve as lead on such systems, obtaining appropriate certifications related to Exchange, Windows, or other network certifications. Level C duties may include but not be limited to management and supervision of one or more systems, contact with outside vendors related to managed systems and advanced networking environment certifications such as MCSA or MCSE.

Desired: Minimum of one year experience in at least two of the following areas: Personal computers, computer cabling, and computer networking.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

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 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.

Computer Skills: Must have basic understanding of personal computers, servers, and networking.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through experience and/or training.

Site: Technology Center

Reports to: Director of Technology or Designee

Job Goal (Purpose of Position): To perform in the following areas as assigned by his supervisor: network troubleshooting and configuring, network storage and backup, user management, systems management, network security.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills 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 Functions (Performance Responsibilities):

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

2. Managing and maintaining VMWare ESX Infrastructure

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

4. Managing and maintaining Citrix XenApp servers and software

5. Managing and maintaining Microsoft Exchange, Active Directory, DHCP, DNS, and WINS

6. Managing and maintaining Altiris Deployment Solution
    a. Creating and troubleshooting Rapid Installation Packages or RIPS
    b. Maintaining images for all desktops, thin clients, and laptops

7. Managing and maintaining CommVault Simpana (Backup Software)

8. Managing and maintaining Symantec Endpoint Protection (Antivirus)
    c. Troubleshooting client installs
    d. Problems with district approved software caused by the antivirus install

9. Managing and maintaining district group policies (Computer and User Based)

10. Managing and maintaining Microsoft SQL 2005 and 2008 servers

Supervision Exercised: The technician may supervise based on assignment level.

Physical Requirements: Other than duties listed above, must have the ability to lift boxes containing computers and computer peripherals.

Terms of Employment: 260 Days

Salary: Level A, Level B, or Level C

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.