

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

Job Title: Systems Analyst

Qualifications:

- Bachelor's degree in Computer Science, Management Information Systems, or related field. Minimum of 3-5 years' experience in system or network administration may be Substituted for above degree. Special consideration may be given if within 1 year of degree completion
- Five or more years' experience as a systems administrator or network administrator is preferred

Credentials: Valid Oklahoma Driver's License and acceptable Driving record.

(Optional) Individual must obtain and maintain appropriate related certifications or other certifications related to their responsibilities every 3 years.

Training or Experience Required:

Experience with Microsoft Operating Systems 2008R2 to 2012 R2
 Experience with Microsoft Exchange 2013 and 2016
 Experience with Office 365, Azure Active Directory, DHCP, DNS, and WINS
 Experience with data backup and storage; specific to NetVault a plus

Training or Experience Optional:

Experience with creating and troubleshooting Rapid Installation Packages; specific to SCCM a plus
 Experience with firewall technology and switching and routing
 Experience with Endpoint Protection; Internet and email-filtering
 Experience with Microsoft SQL 2005 and 2008 Servers
 Experience with latest VMware ESX Infrastructure including VLAN and Enterprise Plus features

Special Skills, Knowledge, Abilities:

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

Date 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.

Site: Technology Center
Reports to: Director of Technology or Designee