

UNION SCHOOL DISTRICT

CLASS TITLE: SYSTEM ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the Director of Technology or designee, perform a variety of specialized activities involved in the installation, configuration, operation, maintenance and repair of computer, network, hosted, and IP based communication and security systems and related servers, workstations, equipment, hardware, software and applications; provide technical support and assistance to District technology users.

DISTINGUISHING CHARACTERISTICS:

System Administrators perform specialized activities and are responsible for administering, maintaining and ensuring smooth and efficient functioning of computer, network, hosted, and IP based communication and security systems performing technical information technology functions independently.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized activities involved in the installation, configuration, operation, maintenance and repair of computer, network, hosted, and IP based communication and security systems and related servers, workstations, equipment, hardware, software and applications; monitor and assess network and computer workstation performance to assure smooth and efficient system operations.

Inspect, troubleshoot, diagnose and resolve computer, network, hosted, and IP based communication and security systems hardware, software, server, peripheral and application problems and malfunctions; develop and implement solutions; install, configure, maintain and repair various peripherals and network components such as printers, servers, hubs, routers, phones, cameras, switches and cabling; replace cabling, equipment and devices as needed.

Perform a variety of network and system administration activities including establishing and maintaining user accounts, domains, policies, security, passwords, e-mail accounts, internet connectivity, web filter policies and reports, firewalls and designated programs; administer, configure, monitor and maintain network system servers and hosted applications.

Install server and client operating system software and applications; test software and applications to assure proper operation; configure and test hardware, software and computer systems to assure network access and smooth system operations; install software updates and upgrades as needed; troubleshoot and resolve operating system malfunctions.

Provide technology users with assistance in resolving computer, communication and network malfunctions as assigned; receive telephone calls concerning technology and communication problems and malfunctions; provide general troubleshooting, determine the type of request and provide solutions.

Monitor and maintain computer and network system security; run and update anti-virus programs as needed; implement anti-virus solutions and security patches; inspect server logs to identify performance and security issues; troubleshoot and resolve network performance issues.

Monitor and maintain VoIP and IP based Security and Paging Systems; run and update programs as needed; implement application solutions and security patches; inspect system logs to identify performance and security issues; troubleshoot and resolve performance issues.

Provide specialized support to District technology users concerning the operation of computer, network, hosted, and IP based communication and security systems; respond to inquiries and provide detailed and technical information concerning related practices, procedures, applications, and malfunctions.

Maintain current knowledge of technological advances in servers, computer hardware, network, hosted, and IP based communication and security systems; research, evaluate, develop and implement solutions to resolve complex technical issues and enhance security and productivity.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of computers, servers, peripherals and specialized software; drive a vehicle to conduct work.

Participate in the development, maintenance and updating of the District website and related content and web pages; design and assure functionality of links, online forms, surveys, and scripts.

Research, test, evaluate and provide recommendations concerning the purchasing and implementation of new technologies including network and computer workstation hardware and software.

Maintain various records related to assigned activities.

Attend mandatory trainings as required by your position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures, and techniques involved in the installation, configuration, operation, maintenance and repair of computer and network systems and related servers, workstations, equipment, hardware software, and applications;

Principles, methods, and procedures of operating computers, networks and peripheral equipment;

Database structures, on-line applications and system capabilities of District computer systems;

Installation, maintenance and repair of computer hardware, software and peripheral equipment;

Materials, methods, and tools used in the operation, installation and repair of computer and network systems;

Extensive knowledge of both PC and Apple/Macintosh platforms and operating systems;

Principles, practices, procedures, and equipment involved in network and system administration;

Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties;

Computer and network hardware systems and software applications utilized by the District;

Applicable types of cabling systems, servers, hubs, routers and other related equipment;

Interpersonal skills using tact, patience, and courtesy;

Oral and written communication skills; and

Record-keeping techniques.

ABILITY TO:

Install, configure, modify and maintain computer hardware, software, peripherals and network systems to assure the smooth running of computer workstations;

Investigate, troubleshoot, diagnose and resolve network and computer hardware, software, server, peripheral and application problems and malfunctions;

Provide technical support and assistance to District technology users concerning computer hardware, software, system operations, networks and malfunctions;
Install, upgrade and configure various software applications on network systems and computers;
Perform a variety of network and system administration activities as assigned;
Monitor, maintain and assure security of network servers;
Operate computers and peripheral equipment properly and efficiently;
Meet schedules and timelines;
Maintain various records related to work performed;
Work independently with little direction;
Maintain current knowledge of technological advances in the field;
Communicate effectively orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with coursework in computer science or related field and three years increasingly responsible experience involving the installation, maintenance and repair of computer hardware, software, networks and peripherals.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels
May work in outdoor environment
May work in small spaces such as ceilings for wiring
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation in English and, possibly, a designated language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb slopes, stairs, steps and ladders;
Lift up to 50 or more pounds;
Carry up to 50 or more pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces;
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.