

SPECIALIST II SYSTEMS ADMINISTRATOR

DEFINITION:

Under the supervision of the Assistant Superintendent, Information Technology, installs, configures and supports complex server-based systems; performs duties related to the development of images, deployment of a

and resolve issues or concerns related to assigned activities.
Operates various office equipment as assigned including a computer and assigned software.
Assists with performing duties related to general networking, computer and other technology support as needed.

QUALIFICATIONS GUIDE

Knowledge of:

- Server hardware, operating systems and software.
- Image development and deployment, including application delivery, inventory tracking, update management and policy administration.
- Scripting languages and SQL server databases.
- Networking concepts, practices and troubleshooting techniques.
- Server security and user directory structures.
- Server backup and recovery procedures.
- Systems and procedure analysis and development.
- Operation of a computer and assigned software.
- Record-keeping techniques.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles of providing training.
- Technical aspects of field of specialty.

Ability to:

- Communicate effectively in both oral and written form.
- Develop and maintain effective working relationships with staff, users, administrators and vendors.
- Design, install, maintain, and document network hardware, software and operating systems.
- Troubleshoot complex network and server issues.
- Implement systems to protect data security.
- Provide training to users and personnel on assigned systems.
- Develop functional specifications, standards and requirements for hardware and software purchase and design to ensure optimum system and end-user performance.
- Create complex scripts.
- Perform work in a virtualized environment and manage computers remotely.
- Learn district organization, operations, policies and objectives.
- Learn policies and procedures related to assigned duties.
- Operate a computer and assigned software.
- Maintain records related to assigned activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and college level coursework in computer science, information systems or related field and three years of experience in the training, programming, use, and installation of server hardware and software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to view computer monitor and read a variety of materials.
- Sitting, standing and walking for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

