

SYSTEMS ADMINISTRATOR II

DEFINITION:

Under the supervision of the Chief Technology Officer, installs, configures and supports complex server - based systems; performs duties related to the development of images, deployment of applications and services and application and infrastructure security; monitors services and applications to ensure availability to system users; analyzes and resolves application delivery issues.

- x Recommends and administers security and support policies; supports, troubleshoots and maintains security for enterprise and large -scale applications.
- x Manages, deploys, configures and maintains servers in a virtualized and traditional environment.
- x Creates complex scripts to assist with monitoring systems, diagnostics, problem correction and automating routine tasks.
- x Configures systems for high availability including strategies for back -up and recovery, failover, load balancing and full redundancy.
- x Installs server hardware and components including disks, memory and other components as assigned; models and tests changes to production systems accordingly.
- x Diagnoses and resolves complex software, server and networking issues.
- x Maintains and supports the District directory services infrastructure, including hardware configuration and upgrades, group architecture, account maintenance and authentication for network access.
- x Creates, follows and maintains written and verbal procedures; prepares written technical documentation, training material, standards, reports and other documents as assigned; prepares and reviews reports for accuracy.
- x Maintains the District data center and satellite server rooms.
- x Evaluates systems and alternate solutions; develops functional specifications, standards and requirements for hardware and software purchase and design to ensure optimum system and end -user performance; makes recommendations for changes and additional services.
- x Serves as the project leader for major complex projects as assigned.
- x Provides

WORK ENVIRONMENT:

Office/indoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017