Davis Joint Unified School District   Position Description

Position: Systems Administrator/Programmer	Salary Range: 53

Summary

Maintains and installs all server and data storage systems in the district. This includes authentication and management servers, application servers (including web), DNS servers, database servers, student information system and data warehouse servers, email systems, and file & print servers. Implements the district server infrastructure including installation and troubleshooting of all hardware and software used. Installs all server-based client applications related to administration and instruction. Provides assistance to the Network Administrator and Information Technology Specialists in troubleshooting network and system issues. Develops server system backup strategy, and manages all aspects of its implementation. Responsible for configuration and troubleshooting of all systems used for user and computer management, including user account maintenance and roles management configuration.

Distinguishing Characteristics

Systems Administrator/Programmer collaboratively installs, configures, repairs and maintains district servers and associated systems.

Essential Duties and Responsibilities

- Establish and maintain effective systems and data security

- Install, configure, and maintain a variety of complex, multi-vendor hardware and software in a managed network environment

- Troubleshoot servers and related network problems including user and computer management systems, server-client communication, printing, user account configuration, and data storage management

- Provide technical information to other departmental staff, other departments, site administration, and end users

- Maintain records of completed work

- Maintain and create scripts to manage servers and accounts

- Train Information Technology Specialists on the management and operation of systems

- Troubleshoot complex hardware and software issues

- Assist the Network Administrator in researching new products and technologies for possible implementation within the district

- Maintain current knowledge of technological advances and industry trends

- Performs other duties as assigned that support the overall objective of the position

- Requires the ability to comprehend and follow district standards, policies and procedures

Qualifications

- **Knowledge and Skills**

Requires a thorough understanding of network processes and server installation. Requires specialized professional knowledge of multiple computer operating systems, systems management strategies, and server- based technologies. Must have knowledge of network operations sufficient to perform troubleshooting and manage DNS. In-depth knowledge in administration and troubleshooting of policy-based user and computer management systems is required. Requires knowledge and experience creating and maintaining systems management scripts.

- **Abilities**

Must be able to install and maintain server systems and perform the full range of complex and technical duties described above. Must have experience with all aspects of server virtualization, including installation, P2V, and disaster recovery. Must know how to install, configure, maintain, and troubleshoot equipment and programs used by the District. Must be able to read, interpret and apply complex technical information.

- **Physical Abilities**

Position involves carrying and lifting up to 50 lbs., and the ability to be mobile and work in a variety of positions (including, but not limited to, under desks or in tight locations with limited accessibility). Requires visual acuity to read numbers, letters and images; depth perception to connect parts and subassemblies; hand and finger dexterity to use a computer keyboard, and a minimum typing speed of 35 words per minute; and hand-eye coordination. Requires speaking and hearing ability sufficient to hear and carry on routine conversations with minimal voice projection.

- **Education and Experience**

Requires a high school diploma or equivalent; one year of post-secondary level course work and a minimum of two years experience in advanced server administration and computer support. Requires specific experience in the implementation and ongoing support of policy-based user and computer management systems. Experience may substitute for post-secondary education.

- **License and Certification**

An industry certification such as, CISSP, GISF, GSEC, GCWN, MCSA, MCSE, MCITP, MCTS or Microsoft Certified Master. Depending upon assignment, a valid California driver's license with a clean driving record may be required.